



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2014-13

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ADOPTING THE OPERATING, CAPITAL IMPROVEMENT
AND REVENUE BUDGETS FOR FISCAL YEAR 2014-15**

WHEREAS, The Town of Discovery Bay Community Services District is required pursuant to California Government Code Section 61110 to annually adopt a budget that identifies certain types of expenditures for the fiscal year that begins July 1st of each year; and

WHEREAS, The General Manager has prepared and submitted to the Board of Directors a Proposed Operating, Capital Improvement and Revenue Budget for the fiscal year beginning July 1, 2014 and ending on June 30, 2015; and

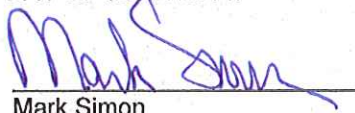
WHEREAS, The Board of Directors held a Special Board Workshop on June 11, 2014 for the sole purpose of deliberating the Draft FY 2013-14 Operating, Capital Improvement and Revenue Budget; and

WHEREAS, The Board of Directors has considered the budget and the comments thereon, and has determined that it is necessary for the efficient management of the District to appropriate revenues to the expenditure categories necessary to carry out the activities of the District as provided in the FY 2013-14 draft budget, and as may be amended.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

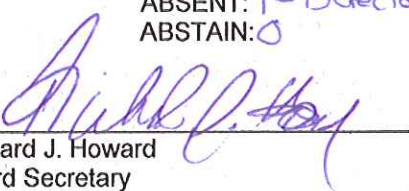
- SECTION 1.** The annual Operating, Capital and Revenue budgets for all operational functions of the Town of Discovery Bay Community Services District for FY 2014-15 is hereby adopted.
- SECTION 2.** The Budget Document for FY 2014-14 is incorporated herein and is made a part of this Resolution.
- SECTION 3.** The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 18th DAY OF JUNE 2014.


Mark Simon
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 18, 2014, by the following vote of the Board:

AYES: 4 - President Simon, Vice-President Steele, Director Reese, Director Whisen
NOES: 0
ABSENT: 1 - Director Atkins
ABSTAIN: 0


Richard J. Howard
Board Secretary



*Town of Discovery Bay Community Services District
Contra Costa County, California*

FISCAL YEAR 2014-16 OPERATING AND CAPITAL IMPROVEMENT PROGRAM PROPOSED BUDGET



*Town of Discovery Bay Community Services District
Contra Costa County, California
Fiscal Year(s) 2014-2016 Preliminary Budget*



Mission Statement

Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community.

Board of Directors

Mark Simon, President
Chris Steele, Vice President
Bill Pease, Director
Kevin Graves, Director
Marianne Wiesen, Director

District Management

Rick Howard, General Manager
Rod Attebery, District Counsel
Virgil Koehne, Water and Wastewater Manager
Fairin Perez, Parks and Landscape Manager
Dina Breitstein, Finance Manager
Sue Heintz, Executive Assistant

The Town of Discovery Bay Community Services District

1800 Willow Lake Road
Discovery Bay, CA 94505
925-634-1131
www.todb.ca.gov

**Photo's in this document are courtesy of Bill Klipp <http://www.wkimages.net/>*

*Town of Discovery Bay Community Services District
Contra Costa County, California
Table of Contents*



<u>Topic</u>	<u>Pages</u>
Town of Discovery Bay CSD – General Manager’s Transmittal Letter	2-7
Town of Discovery Bay CSD – At a Glance	9-12
Town of Discovery Bay CSD – Salary & Wages	13-15
Town of Discovery Bay CSD – Program Summary’s	17-28
Town of Discovery Bay CSD – Revenues – Where the money Comes From	30-32
Town of Discovery Bay CSD - Reserves	33
Town of Discovery Bay CSD – Operations and Maintenance	34-37
Town of Discovery Bay CSD – Capital Improvement Program	38-42
Town of Discovery Bay CSD – Parks & Landscape Zone Budgets Zone 8	43-47
Town of Discovery Bay CSD – Community Center Budgets	48-52
Town of Discovery Bay CSD – Parks & Landscape Zone Budgets Zone 9	53-56
Appendix	58-60



Town of Discovery Bay CSD Budget Message



***Town of Discovery Bay Community Services District
Contra Costa County, California***



June 18, 2014

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Board of Directors the Town's financial plan for the fiscal period July 1, 2014 through June 30, 2016. The annual Revenue, Operating and Capital Improvement Program budgets are the planning tools utilized by staff and the Board to track revenues and expenditures over the respective forecast period.

For the FY 2014/16 planning horizon, a two-year budget document has again been developed. The two-year budget provides staff and the board a better glimpse into the future and allows for improved budgetary forecasts. While you are presented with a two-year budget, the Board only adopts the first year of the Budget, and each successive budget is adopted annually. The second year of the O&M and the remaining four years of the CIP are included in the document but not necessarily included in the discussion below.

This budget is balanced and presents a spending plan where revenues meet expenditures. The Board and public will be presented with a complete financial outlook of the district's finances relative to operating expenses and the day-to-day expenditures necessary to operate the district in a prudent and efficient manner. This budget also includes a Capital Improvement Program that continues to address the long-term capital needs of the District. As will be addressed below, the August 2012 Board action establishing the Discovery Bay Public Financing Authority played an essential role in addressing the long term capital needs of the Town of Discovery Bay. In addition, we continue to fund the capital replacement fund in the amount of \$525,000 annually. This fund provides long term resources for future capital asset replacement in the areas of buildings, vehicles, equipment, as well as underground infrastructure. This structural fund is an essential component of long term financial sustainability for the Town. The ongoing programming of these funds will play a critical role in the Town's ability to plan for its long term financial needs. Since the fund was established in Fiscal 2011/12, \$1.395 million has been placed into the capital replacement fund. In FY 2014/15, an additional \$525,000 is programmed, bringing total contributions to \$1.920 million.

For FY 2014/15, the O&M budget net of debt service and contributions to reserves shows an increase of \$308,259 or 6% over the current year. The Capital Improvement Program (CIP) Budget continues to track with the five (5) year CIP Budget. The CIP is planned at \$6,776,972 for the coming fiscal year. Overall,

however, as compared to the current fiscal year, an overall 6% reduction in the budget is projected to occur. This is the result of a reduction to the overall CIP.

DISCUSSION

The Town of Discovery Bay will be ending Fiscal Year 2013/14 on a number of positive notes. First and foremost, the longtime goal of this District to establish a facility where residents of all ages will be able to participate in a wide variety of community based programming that stimulates, educates and enriches the lives of people within Discovery Bay came to fruition. On January 2, 2014, the newly renovated Discovery Bay Community Center opened its doors and has hosted numerous classes, events, and programs aimed at fulfilling that goal.

In May 2014, the Town of Discovery Bay was recognized as a California District of Distinction by the California Special District Association's Special District Leadership Foundation (SDLF). One of only 20 Special Districts to have achieved this recognition statewide, the Distinction is significant in that SDLF recognized the Town for its strong fiscal management policies, governmental practices, and the overall manner in which the District conducts its day-to-day business activities. Being acknowledged as a California District of Distinction is a big accomplishment and signifies that the work that the Board and Staff carry out is performed in a manner that meets Best Practices in our industry.

In early June, the Regional Water Quality Control Board (RWQCB) approved a five year renewal of the Town's National Pollutant Discharge Elimination Permit (NPDES). The new permit established a number of costly projects that are required as a condition of the newly issued permit. The two biggest projects include effluent filtration and effluent de-nitrification. At over \$10.M in total, these two projects will ensure construction at Wastewater Treatment Plant #2 well into the next ten years. Project financing has yet to be determined, but will undoubtedly be a major discussion in the coming year(s).

As in past years, the CIP budget includes a color coordinated system of projects that designate them as either Routine (white), Capital Financed (green) or Growth Induced (red). The list of projects that were financed with revenues that were the result of the issuance of \$14.1M in water and wastewater enterprise revenue bonds are either complete or well underway at this time. The projects remain on schedule, and most recently, the Board awarded the Secondary Improvements project (Oxidation Ditch, splitter boxes, clarifier), which is the final wastewater project that received bond funds in the CIP. It is anticipated that all projects will be complete by late 2015.

Water Well #7 was awarded for construction on June 4, 2014. The project was delayed due to permit issuance issues with the County. Now resolved, the project is back on schedule and should be completed later this calendar year.

While there are a number of projects that have been added to the CIP for this coming Fiscal Year, there are, however, three projects that I want to specifically address. They are as follows: 1) Vehicle Storage

Facility; 2) On-Site Reclaimed Water Project; and 3) initiating the process of relocating the Town offices to the Community Center Site. All new projects are identified on the CIP listing in purple.

The Vehicle Storage Facility has been discussed for a number of years and consists of modest covered storage facility to be located at WWTP2. The facility will be utilized to house all district rolling assets into a single location protected from the elements and harmful UV rays. This project is estimated at between \$100,000 and \$150,000. The proposed project budget has been set at \$150,000.

The Reclaimed Water Project is an on-site (WWTP2) reclaimed water project that will utilize reclaimed water in-lieu of fresh potable water during the wastewater treatment process. This project is budgeted at \$200,000. A grant is in the process of being submitted through Proposition 84 and the Governor's Drought Relief efforts.

The final new project for FY 2014/15 is the programming of \$150,000 for preliminary site and design for the relocation of the Town of Discovery Bay District Offices to the Community Center Site. This is programmed as a three year project, with design taking place in FY 2015/16 and construction commencing in FY 2016/17. This schedule would have the Town offices fully relocated by June 30, 2017. The Board of Directors will have many opportunities to discuss and evaluate this project prior to any funds being expended.

As new development continues to take place in Discovery Bay, it is necessary to begin to look at the timing of the projects identified as Growth Induced and to move those projects forward in the budgetary timeline. Kiper Homes continues to build at the Lakes, and the pending Newport Pointe (67 DU's) and Pantages (292 DU's) projects are on schedule to break ground in summer 2015. As a result, the Board will be considering a revised Capacity Fee study in July 2014. The study allocates past and future project cost burdens as they relate to existing and future development.

For the most part, this budget represents a "status quo" financial plan and does not include any major program changes to the forecast period. The only exception is the recommended transition of Zone 8 landscape contract services to in-house services. Due to budgetary constraints in the Lighting and Landscape Zone #8, the FY 14/15 operations budget reflects a change in the Town's maintenance plan for that zone only. Historically, general Landscape Maintenance has been contracted to outside firms. Starting August 1st, 2014, it is proposed that this task will now be performed in-house. This program change transitions our Parks and Landscape field staff from implementing small to medium CIP's to performing all regular weekly maintenance schedules for that area.

For FY 2014/15 I am recommending the establishment of an Internal Revenue Code Section 125 Plan. Section 125 plans (commonly referred to as Cafeteria Plans) allow employees to utilize pre-tax dollars for the employee share of medical coverage and qualified medical (such as co-pays and cost of prescriptions) and dependent child care expenses. The employer cost is determined by the number of employees who participate in the program. Nevertheless, annual administrative costs (employer) are less than \$1,500 for the first year and less than \$1,000 for each subsequent year.

There are no new positions planned at this time. However, I do recommend two job title changes. Those title changes are as follows: Parks and Landscape Manager changed to Parks and Recreation Manager; and Administrative Assistant changed to Administrative Assistant/Board Clerk. There are no monetary consequences associated with either of these proposed changes.

A copy of the proposed FY 2014/15 Position Schedule is included as a part of the proposed budget.

For Fiscal Year 2013/14, the Budget breaks down as follows:

Adopted FY 2013–14 Operating and Capital Improvement Program Budget		Proposed FY 2014–15 Operating and Capital Improvement Program Budget	
Total O&M Budget	\$4,876,550	Total O&M Budget	\$5,184,609
Debt Service	\$828,000	Debt Service	\$827,437
Contribution to Reserves	\$492,453	Contribution to Reserves	\$82,000
Capital Budget	\$6,747,001	Capital Budget	\$6,251,972
Infrastructure Replacement Fund	\$525,000	Infrastructure Replacement Fund	\$525,000
Grand Total Expense Budget	\$13,469,004	Grand Total Expense Budget	\$12,871,018
Grand Total Revenue	\$13,469,004	Grand Total Revenue	\$12,871,018

The Operating and Maintenance (O&M) section of the budget is proposed to be \$6,094,046 (included debt service) for the coming fiscal year. The biggest increases to the Operating plan are in Consulting and Large Repairs & Maintenance. Consulting fees are anticipated to exceed \$173,300 over prior year due to required RWQCB/NPDES studies. Subsequently, a proposed increase of \$308,259 or 6% over current year budget (FY 2013-14). This increase is the result of a variety of factors, including a modest increase to payroll, and an increase in consulting services due to a multitude of State mandated special studies, as well as an update/rehabilitation of the www.todb.ca.gov website, a comprehensive salary and compensation study, a records retention program project and a safety master plan. Other areas of increased spending in the O&M Budget include a more accurate reflection of expenditures based upon past years' historical data as well as current and future contractual obligations. This is evident in contractual increases to Veolia Water.

The District's website, www.todb.ca.gov, continues to be populated with relevant information, documents, and materials. As noted above, the website is expected to be overhauled this coming fiscal year.

Our long term contract with Veolia Water is now entering its fourth year. We look forward to continuing our ongoing partnership with Veolia. I believe that the corporate issues facing Veolia towards the end of 2013 have been resolved; however, staff will continue to monitor their daily operations and will maintain contact with Veolia corporate staff on matters affecting Discovery Bay. As FY 2014/15 comes to an end,

and we enter into our fifth year with Veolia in May 2015, the initial five-year portion of their possible 15 year agreement will require a 360^o evaluation prior to the execution of the next five-year term.

The Capital Improvement Program (CIP) proposes expenditures of \$6,776,972 with a large portion of those needs derived from the Water and Wastewater Master Plan studies. Those studies have been previously accepted by the Board of Directors during FY 2011/2012. As previously discussed, the projects contained in those plans are either complete, in design, or under construction. FY 2014/2015 will continue be a busy year as a we begin to wrap up the projects that have been financed and transition to the new RWQCB required projects, as noted above.

Over the past year, the District has initiated or completed a number of parks and landscape projects. Some of these projects are relatively small in size and scope, while others are significantly more extensive. Some of those projects include the landscaping of Newport Lane, Marina Road, and Pt. of Timber Road.

As noted previously, this budget continues to fund \$525,000 in Infrastructure Replacement funds for above and below ground infrastructure needs. The addition of the Infrastructure Replacement Fund was specifically addressed and again recently noted as a positive addition to the budget by the District's independent auditors. As of June 30, \$1,395,000 is currently in that fund for future capital replacement needs.

This budget represents a budget where revenues match expenditures. The attached FY 2014/15 Operating and Maintenance, Capital Improvement Program, Capital Replacement Fund and Revenue projections represent a spending plan that is sustainable based upon projected revenues meeting projected expenditures of \$12,871,018.

Key to the preparation of this budget is to ensure all carry-over projects are properly accounted for, that revenue projections are based upon historic and anticipated revenues, and that spending is prudent and sensible. As the end of the Fiscal Year is June 30, 2014, staff will incorporate the final encumbrances into the document once the actual carry-over figures are determined.

The primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water, and charges for residential water service. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees. On the Parks and Landscape side of the house, revenues are generated by Landscape Zones 8 and 9, as well as with landscape contracts with Contra Costa County for County Zones 57, 61. Zone 8 revenues are expected to rise from \$462,000 to \$478,000 (actual FY 2013/14 revenues) and Zone 9 revenues are expected to rise from \$105,000 to \$114,000 (actual FY 2013/14 revenues). We do anticipate a 3% increase over budgeted revenues, however, in order to maintain a conservative look into the future actual receipts for FY 2013/14 were utilized in these projections.

Revenues are projected to be \$12,871,018 and include the aforementioned projected rate increase and \$4,160,882 related to proceeds from Financing for capital projects.

The amount of the contribution to reserves will be known once FY 2013/14 is closed out. A year end surplus of revenues over expenditures is anticipated. Once that amount is identified, that surplus will be transferred into the general reserve account. As of today, the General Reserve Account contains \$4.241M, well above the \$3.0M threshold established by the Board. It should be noted that the additional reserves are being built up (along with developer fees) to ensure assets are available to construct projects required by the RWQCB.

Again, I am pleased to present a budget where revenues meet expenditures, where staffing levels meet projected needs, and where service levels continue to improve. More importantly, however, it begins the multi-year process of ensuring that the District's infrastructure needs continue to be met while offering a strategic look at the overall assets of the District.

I would like to thank and acknowledge Board President Mark Simon and Board Director Bill Pease for their contributions and assistance in the preparation of the FY 2014/16 annual operating, capital and revenue budgets. The committee completed their work and recommended the preliminary budget be submitted to the Board of Directors for consideration and eventual adoption.

This budget document is the culmination of considerable effort on behalf of staff, and I would like to especially thank Finance Manager Dina Breitstein for all her efforts, as well as those that participated in its production, including Water and Wastewater Manager Virgil Koehne, District Engineer Gregory Harris, Parks and Landscape Manager Fairin Perez and Executive Assistant Sue Heinl. Their efforts, and those of the entire staff are appreciated and I am grateful for their dedication to their mission and their commitment to the community.

I would be remiss if I didn't take a moment to thank the entire Board of Directors for their support over the past fiscal year. We were certainly tested with a number of challenges, and I'm happy to report that with few exceptions, we managed every hurdle, speed bump, and obstacle and that we navigated those with positive results.

Respectfully submitted,

Rick Howard
General Manager



Town of Discovery Bay CSD Organization

- ❖ At a Glance
- ❖ Salary & Wages
- ❖ Organizational Chart
- ❖ Authorized Positions



The Town of Discovery Bay Community Service District: At a Glance

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 13,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, as well as two (2) shopping centers and a planned business park. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes as well as Country Club homes located on a world-class golf course designed by Mike Asmundson. There are two (2) gated communities; Lakeshore and The Lakes, as well as nearby Ravenswood, a community planned around a public park.

The approximately 9 square mile area known as the Town of Discovery Bay Community Services District (TODBCSD) was formed in 1997 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the TODBCSD the responsibility of providing the following special services to the residents of Discovery Bay:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment and distribution
- Parks and Landscape Maintenance
- Recreational Activities (Coming Soon)

District Form of Government

California's Independent Special Districts are legislatively authorized pursuant to California Government Code Sections 61000-61850. The Town of Discovery Bay Community Services District is governed by an elected five (5) member Board serving staggered four (4) year terms. The Board employs a General Manager to administer the day to day operations of the District.

Population

The 2010 census shows the total population in Discovery Bay to be 13,352 people.

Water Services

The Town of Discovery Bay CSD owns and maintains over sixty (60) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates five (5) water production wells that are located throughout the District and are capable of producing five million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 1,300 million gallons per year, which equates to an average daily demand of 3.6 million gallons per day.

Wastewater Services

The District provides wastewater collection, treatment and distribution services to approximately 5,800 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2. Wastewater Treatment Plant 1 is located just north of Highway 4, within the Discovery Bay Development area. Wastewater Treatment Plant 2 is located south of Highway 4 at the Town's eastern boundary. The two (2) plants are interconnected and are dependent upon each other for various functions.

In order to facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants are capable of producing an average of 1.8 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, secondary treatment facilities using oxidation ditches, and ultraviolet (UV) disinfection prior to discharging the treated water into Old River.

The water and wastewater facilities are operated and maintained by Veolia Water N.A. under a multi-year agreement with the TODBCSD.

Parks and Landscaping Services

The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. Over the past few years, the Board of Directors has established priorities to improve the landscape areas of Discovery Bay. Improvements can be seen throughout town, including the recently completed Discovery Bay Boulevard landscape enhancement project. The District has also initiated a number of projects within our parks system, including the recent completion of the Ravenswood Park Splash Pad, and the new playground at Cornell Park.

The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the TODBCSD, with the remaining three (3) owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.

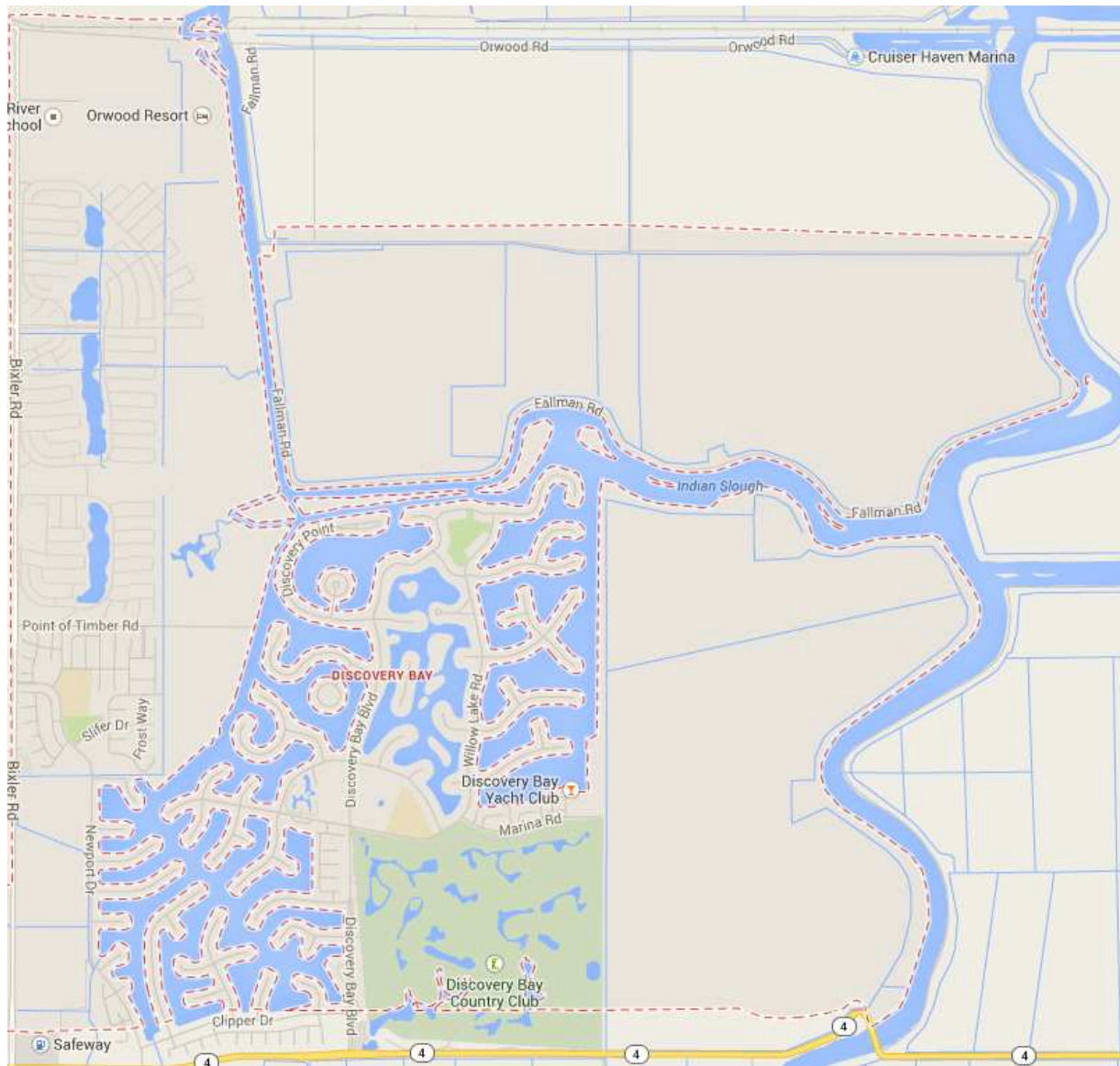
Contra Costa County Landscape & Lighting Zone #61:

Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The Community Center opened its doors to the public on January 2, 2014. The Center offers a wide variety of programs for all ages and will continue to develop programming that will stimulate, educate and enrich the lives of people within Discovery Bay and that is complemented by a system of parks, recreation areas and other facilities aimed to encourage recreational and leisure time activities.

***Town of Discovery Bay Community Services District
Contra Costa County, California***



***Town of Discovery Bay Community Services District
Contra Costa County, California
Salary & Wages***

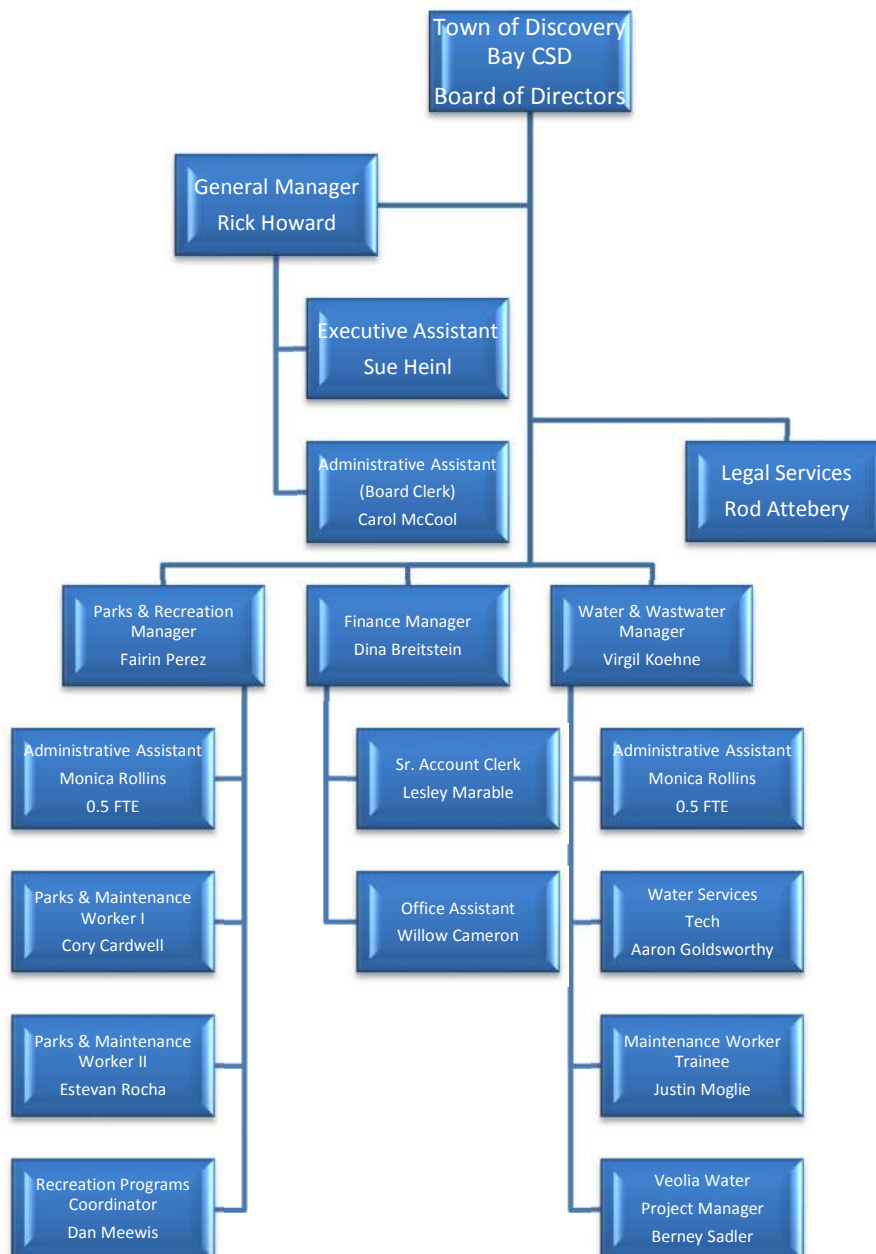


The Town of Discovery Bay lies within the metropolitan statistical areas of San Francisco/Oakland/San Jose. However, it is geographically closer to the farmlands of the central valley and the cities of Brentwood, Stockton and Tracy. The proximity to the employment centers of the Bay Area and those of the Central Valley determine the labor pool from which the District recruits its workers. In order to maintain a qualified and motivated workforce, it is necessary to provide a salary and compensation package that is commensurate within industry norms and within the financial means of the District.

Salary Schedule

Classification	Range	Minimum Pay Rate				Maximum Pay Rate			
		Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
Administrative Assistant	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Executive Assistant	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Finance Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
General Manager	541	53.7	4,654	9,308	111,699	72.5	6,283	12,566	150,793
Office Assistant	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Recreation Programs Coordinator	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Parks & Recreation Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Parks & Maintenance Worker I	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Parks & Maintenance Worker II	138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
Senior Account Clerk	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Water & Wastewater Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Maintenance Worker Trainee	125	14.47	1,254	2,508	30,097	18.09	1,568	3,135	37,621
Water Services Technician II	150	26.83	2,325	4,650	55,799	33.53	2,906	5,812	69,748

***Town of Discovery Bay Community Services District
Contra Costa County, California
Organizational Chart***





FY 2014-15 Authorized Positions
Regular Positions/Full Time Equivalents (FTE's)

	Actual	Actual	Proposed
Position			
Title	FY 2012-13	FY 2013-14	FY 2014-15
Director	5	5	5
General Manager	1	1	1
Water & Wastewater Manager	1	1	1
Parks & Landscape Manager	1	1	0
Parks & Recreation Manager	0	0	1
Finance Manager	1	1	1
Administrative Assistant	2	2	1
Admin Assistant/ Board Clerk	0	0	1
Recreation Program Coordinator	0	1	1
Executive Assistant	1	1	1
Office Assistant	1	1	1
Sr. Account Clerk	1	1	1
Maintenance Worker Trainee	0	1	1
Water Services Technition I	1	1	0
Water Services Technition II	0	0	1
Parks & Maintenance Worker I	0	0	1
Parks & Maintenance Worker II	2	1	1
Totals	17	18	19



Program Summaries

- ❖ General Manager Program Summary
- ❖ Financial Services Program Summary
- ❖ Water Quality Program Summary
- ❖ Wastewater Program Summary
- ❖ Lighting & Landscaping Program Summary
- ❖ Recreation Program Summary

***Town of Discovery Bay Community Services District
Contra Costa County, California***



© Bill Klipp



***Town of Discovery Bay Community Services District
Contra Costa County, California***



Department:	General Manager
Program Area:	Administration

Program Description:

The Town of Discovery Bay Administration Department is comprised of the Administrative and Operational functions of the Town. The directly elected five-member Board of Directors sets legislative policy and the General Manager serves as the administrative head of the District. The Administration Program provides information necessary for the Board of Directors to establish priorities and make well-informed decisions on policy matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Administration program supports and directs all departments, enabling them to carry out day-to-day operations, services and planning efforts.

Accomplishments, 2013-2014:

- Obtained California Special District Association (CSDA) Recognition in Special District Governance award for all five Board members and the General Manager.
- Received CSDA's Certificate of Excellence in Transparency that included a comprehensive review of the Town's organizational and operational areas as well as an in-depth look at the manner in which the Town provides access of information to the public.
- Obtained CSDA's highest level of recognition; being acknowledged as a California District of Distinction, one of only 20 Special Districts in the State to achieve this recognition.
- Published and distributed the Pipeline, a newsletter informing residents of activities and projects throughout town.
- Completed updated personnel manual.
- Adopted a number of Board Policies aimed at improving the manner in which the Town conducts its daily business.
- Worked closely with the California Regional Water Quality Control Board to successfully re-issue the Town's five-year NPDES permit.

Objectives, 2014-2015:

- Provide management and oversight of the District's Capital Improvement Program.
- Successfully oversee the implementation of the Community Center, its programming and activities.
- Complete a comprehensive Classification and Compensation Study.
- Work closely with the District's Engineer to ensure timely implementation of the conditions and requirements contained within the five-year NPDES Permit.

*Town of Discovery Bay Community Services District
Contra Costa County, California*





Department:	Financial Services
Program Area:	Administration

Program Description:

The Town of Discovery Bay CSD Administration Department is comprised of the Administration and Finance functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy making body and the General Manager serves as the administrative head of the District. The Finance program operates a governmental accounting, reporting and records maintenance system that provides financial information to both as well as external users and internal management. This program controls and monitors the receipt and disbursement of public funds in compliance with statutory requirements and professional accounting standards. This program also has the responsibility for coordinating all external auditing functions including the annual financial audit and audits by all outside agencies. The Finance function is responsible for the continuing development of financial accounting software and implementation of new technology to increase efficiency in accounting processes and to improve both internal and external reporting. This program also oversees the implementation of any new accounting pronouncements by the Governmental Accounting Standards Board (GASB). The payroll function of this program processes payroll for all District employees including interfacing with the District's payroll service provider and assuring compliance with all regulatory requirements, laws and District policies pertaining to payroll.

Accomplishments, 2013-2014:

- Review all internal and external Finance policies in regards to internal controls Best Practices. Update or develop accordingly.
- Streamline and review issues with Datamatic Corp. who provides wireless services for our water meter reads and billing system.
- Fully implemented new Caselle Financial Suite Software, including Purchase Order tracking
- Review processes and look for areas for automation such as filing and financial reporting.
- Provide staff training pertaining to financial and billing systems, educational requirements as well as staff development training.
- Develop procedure pertaining to financial reporting, including preparing a month end reporting.
- Develop comprehensive financial reporting models.
- Established the TODB CSD Developer Deposit Holding Fund at ECC Bank

Objectives, 2014-2015:

- Review all internal and external Finance policies in regards to internal controls Best Practices. Update or develop accordingly.
- Review processes and look for areas for automation such as filing and financial reporting.
- Implement new Utility Billing Services and Blue Review and New Meter Software
- Reorganize and rewrite Utility billing collection and shut off rules and procedures.
- Implement Utility billing Service Agreement for Homeowners, Renters & Landlords





Department:	Public Services
Program Area:	Water Quality

Program Description:

This Program provides water production, treatment & distribution to approximately 6,000 homes and businesses. Specifically, the Water Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town’s water matters. The Water Quality program is responsible for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue violations observed in the field. The program also assists with the development of water quality educational materials and outreach.

Accomplishments, 2013-2014:

- Initiated construction f Well #7 with the drilling of a new production well.
- Worked on finalizing the design work for new Well 7 pump and motor and resolved issues related to water discharge at the startup of each pump cycle at this new site.
- Awarded bid to complete Well 7 electrical and yard piping, integration and operational processes.
- Distributed Consumer Confidence Report with no violations noted.

Objectives, 2014-2015:

- Bring Well 7 online which will be used to augment Well 5A.
- As part of the 10-year master plan, start preliminary discussions on adding a new Storage Tank at Newport Water Treatment facility.
- Initiate water Filter Vessel and Backwash tank at the Willow Lake Treatment Facility pursuant to the Water Master Plan recommendations.
- Continue to monitor rules and changes in law relative to safe drinking and water quality requirements.

*Town of Discovery Bay Community Services District
Contra Costa County, California*





Department :	Public Services
Program Area:	Wastewater

Program Description:

The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment and discharge of treated effluent. Specifically, the Wastewater Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town's wastewater matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Water program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services and planning efforts. In addition, this program negotiates, administers, implements, and approves contracts for the provision of municipal services.

Accomplishments, 2013-2014:

- Completed the installation of the third Aeromod Beltpress pursuant to the Wastewater Master Plan.
- Completed construction and placed into operation two Bio-solids solar drying chambers (Chamber C & D).
- Replaced "Rotor" at the "Ox-Ditch #2 (WWTP#2) due to the fact that the 4-inch drive-shaft broke.
- Completed installation of a new Fiber backbone, between Plant #1 and 2 improving internet connectivity between the facilities.
- Completed install of a new 4-inch water main at Plant #2 to serve the Belt Press facility.
- Continued work on the design and construction of the new "Booster Pump" station at Plant #2.
- Assisting PG&E with intergovernmental support on their gas main replacement project in Discovery Bay.
- Initiated the Influent Pump Station, Lift Station W and Emergency Storage Lagoon project, estimated to be completed in early FY 2014-15.

Objectives, 2014-2015:

- Complete the Influent Pump Station, Lift Station W and Emergency Storage Lagoon project.
- Complete Lift Station F rehabilitation project.
- Continue towards a fall 2015 completion date for the Oxidation Ditch, Clarifier and secondary improvements project.
- Complete the Booster Pump Station Project and reclaimed water intertie.
- Work on finding alternate solutions to our Salinity issue.
- Implement requirements of newly issued NPDES Permit and develop planning and implementation schedule.

*Town of Discovery Bay Community Services District
Contra Costa County, California*





Department: Parks & Landscaping Services

Program Area: Parks & Landscaping

Program Description:

The Parks and Landscaping Program provides for the planning, maintenance & capital needs of the parks & landscaping network in Discovery Bay. Specifically, the Parks & Landscaping Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town's parks and landscaping matters. This program provides a comprehensive maintenance and rehabilitation program for 5 parks and the streetscapes inside Discovery Bay. In addition the maintenance and rehabilitation program includes repair and maintenance of the parks within Zones 8, 9, 35, 57, 61 and the Park n Ride area. This program conducts preventative maintenance on streetscapes, which includes design and planting and ensuring proper drainage. This program maintains and replaces all plants and trees to ensure health, vitality and visual appeal as well as maintains inventory lists annually to project funding and scheduling of future repairs, projects and replacement.

Accomplishments, 2012-2013

- Newport Lane Irrigation and Planting Project
- Cornell Park Solar Lighting Project Completion
- Winner of the Breathe California Technology Award - Ravenswood Park / Cornell Park Solar Lighting
- Community Center Landscape Upgrades – Earth Day Project

Objectives, 2013-2015:

- Initiation of In-House Maintenance Program
- Tennis Court Renovation at Community Center
- Swimming Pool Renovation at Community Center
- Installation of the District's first off-leash Dog Park





Department: Parks & Landscaping Services

Program Area: Recreation Services

Program Description:

New for FY 2013-2015, the Recreation Services program was established to provide community based and age appropriate recreational programming. These activities will be the byproduct of the purchase of the Discovery Bay Community Center in FY 2012-13. Recreational activities take place throughout town; and the Community Center is the central location for those activities.

Accomplishments, 2013-2014:

- Opened swimming pool for community wide use; established Aquatics personnel manual, policies and fee structure.
- Completed interior and exterior building renovation to the Community Center. Effectively adding additional room space for programming.
- Completed first Activity Guides and initiated On-line Registration platform
- Added fulltime Recreation Programs Coordinator
- Created facility rental policies and fee structure
- Created policies, forms and contracts for Independent Instructors
- Cooperatively coordinated and established the Discovery Bay River Otters Swim Team program.

Objectives, 2014-2016:

- Establish Youth Advisory Commission
- Continue to provide enhanced community based and age appropriate recreational programming.
- Increase event and program participation of Discovery Bay residents
- Establish Volunteer Policies and program



Budget Summaries

- ❖ Revenues “where the money comes from”
- ❖ Reserves
- ❖ Water & Wastewater Operating & Maintenance Budget
- ❖ Water & Wastewater Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 8 Revenue, Operating & Maintenance & Capital Improvement Budget
- ❖ Recreation Revenue, Operating & Maintenance & Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 9 Revenue, Operating & Maintenance & Capital Improvement Budget

***Town of Discovery Bay Community Services District
Contra Costa County, California
Revenues – “Where the money comes from”***



The following table identifies the various sources of revenue that can be anticipated during the course of the coming fiscal year. As is evident in the table, the primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water and residential water service fees. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees.

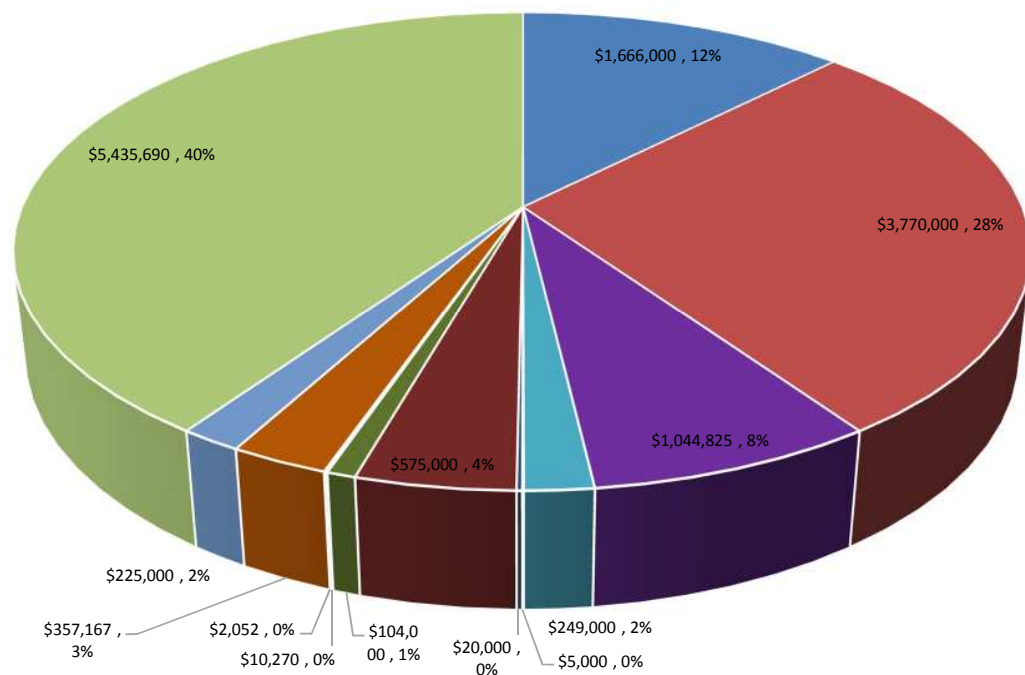
Of the approximately 5,000 residential and commercial properties in Discovery Bay, roughly 2,200 are billed for water use through meters. The remaining 2,800 properties are scheduled to receive water meters prior to the state mandated date of 2024.

Revenue Projections			Year End		
Fiscal Year	2012/2013	2013/2014	2013/2014	2014/2015	2015/2016
Account Description	Actuals	Budget	Estimated	Budget	Budget
Water Revenue		\$1,666,000	\$1,650,136	\$1,858,240	\$1,932,570
Wastewater Revenue	\$5,475,974	\$3,770,000	\$3,791,017	\$3,799,884	\$3,951,879
Metered Water Rev.	\$1,308,201	\$1,044,825	\$1,044,825	\$975,000	\$1,014,000
Meter Sewer Rev.			\$120,000	\$125,000	\$130,000
Meter Charge		\$249,000	\$249,000	\$258,960	\$269,318
Sewer/Water Permit	\$4,950	\$5,000	\$55,000	\$25,000	\$25,000
Sewer/Water Inspection Fee	\$6,720	\$20,000	\$42,000	\$20,000	\$20,000
Sewer Capacity Fee	\$287,464	\$575,000	\$140,000	\$150,000	\$150,000
Water Capacity Fee	\$36,312	\$104,000	\$20,000	\$50,000	\$50,000
Misc. Reimbursements	\$11,116	\$10,270	\$17,000	\$10,500	\$10,500
Misc. Receivables	\$276,269	\$2,052		\$2,109	\$2,200
L&L Related Payroll & Benefit Reimbursement	\$186,552	\$357,167	\$357,467	\$415,443	\$432,060
L&L Reimbursement	\$108,332	\$225,000	\$225,000	\$225,000	\$250,000
TODB Sponsored Event	\$5,700				
Proceeds From Bond Financing	\$5,083,893	\$5,435,690	\$7,200,048	\$4,160,882	\$2,004,000
Grant				\$200,000	
Developer Deposit Holding Account				\$300,000	
Borrowed Reserves					\$202,876
Infrastructure Facilities & Vehicle Replacement Fund				\$65,000	
Infrastructure Sewer Replacement Fund				\$80,000	\$115,000
Infrastructure Pumps Replacement Fund				\$50,000	
Carry-Over/Re-Budgeted				\$100,000	
Grand Total Revenue	\$12,791,483	\$13,469,004	\$14,911,493	\$12,871,018	\$10,559,405

Town of Discovery Bay Community Services District
Contra Costa County, California
Revenue Budget



FY 2013/2014 Revenue Budget
 Total Revenue \$13.469M

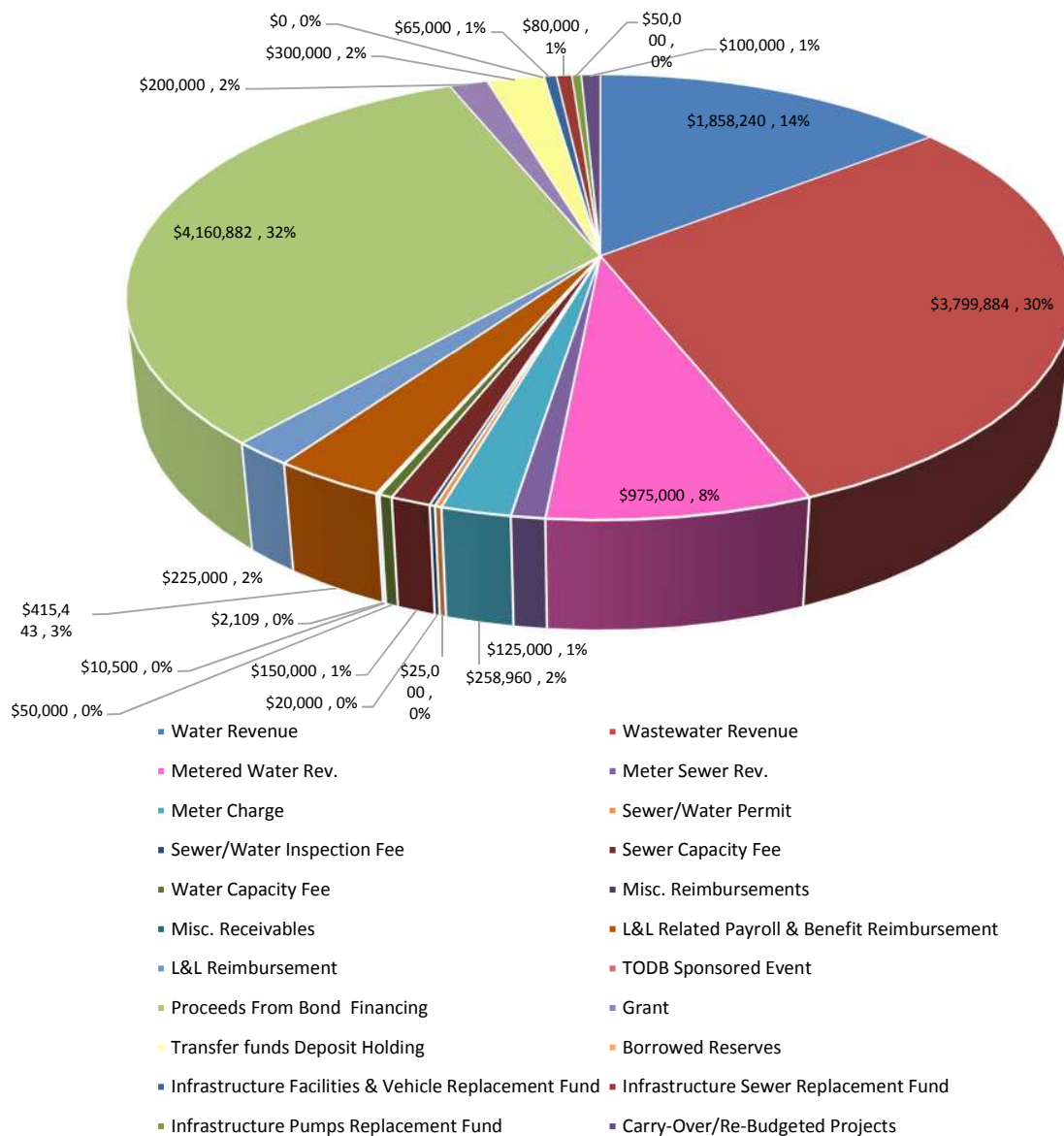


- Water Revenue
- Metered Water Rev.
- Meter Charge
- Sewer/Water Inspection Fee
- Water Capacity Fee
- Misc. Receivables
- L&L Reimbursement
- Proceeds From Bond Financing
- Transfer funds Deposit Holding
- Infrastructure Facilities & Vehicle Replacement Fund
- Wastewater Revenue
- Meter Sewer Rev.
- Sewer/Water Permit
- Sewer Capacity Fee
- Misc. Reimbursements
- L&L Related Payroll & Benefit Reimbursement
- TODB Sponsored Event
- Grant
- Borrowed Reserves
- Infrastructure Sewer Replacement Fund

Town of Discovery Bay Community Services District
Contra Costa County, California
Revenue Budget



FY 2014-2015 Revenue Projected Actuals
Total Revenue \$12.871M



***Town of Discovery Bay Community Services District
Contra Costa County, California
Operating & Capital Reserves***



The Town of Discovery Bay CSD (TODBCSD) has established a reserve fund for its long term organizational and operational stability and the reserve funds enable the TODBCSD to cover expenditures due to unforeseen and unexpected cash flow requirements. This reserve Fund ensures that the TODBCSD accumulates, manages, maintains and uses certain financial resources only for specified purposes. The following table identifies the various sources of reserves that can be anticipated during the course of the coming fiscal year.

Reserves	FY 12/13	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Water & Wastewater Reserves	\$3,748,767	\$4,241,220	\$4,323,220	\$4,241,220
Sewer Infrastructure Replacement Fund	\$350,000	\$550,000	\$750,000	\$950,000
Pumps/Motors Replacement Fund	\$90,000	\$140,000	\$190,000	\$240,000
Water Infrastructure Replacement Fund	\$300,000	\$500,000	\$700,000	\$900,000
Generators Replacement Fund		25,000	\$50,000	\$75,000
Facilities & Vehicles Replacement Fund	\$130,000	\$180,000	\$230,000	\$280,000
Draw Down			(\$195,000)	(\$317,526)
Reserves Total	\$3,748,767	\$4,241,220	\$4,323,220	\$4,120,334
Infrastructure Replacement Total	\$870,000	\$1,395,000	\$1,725,000	\$2,330,000
Total Reserves	\$4,618,767	\$5,636,220	\$6,048,220	\$6,450,334

Town of Discovery Bay Community Services District
Contra Costa County, California
Operations and Maintenance Budget



The Operations and Maintenance Budget for the Fiscal Year 2014/15 represents the day-to-day spending plan that meets the needs of the District and keeps it running smoothly and efficiently. The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures.

For FY 14/15 the O&M budget remains essentially the same as FY 13/14. The Operations and Maintenance (O&M) program has a proposed spending plan of \$6,094,047 in FY 14/15 and \$6,023,306 in FY 15/16 for a total of \$12,117,353 over two years. This represents an increase of \$308,259 or 6% over FY 13/14. Increases to the O&M program are evident in the Consulting Services, where an increase of \$173,300 is needed for State Mandated special studies as well as a records retention and an organizational safety project. The second area that has increased is in Electrical Utilities. This increase of \$20,000 represents the new plant upgrades that have been taking place under the five year Capital Improvement Plan. The last major change to the operating and maintenance budget is in Large Item Preventative & Corrective Replacement which represents a new budget amount of \$100,000. This new budget line reduces Repairs and Maintenance Pumps by \$70,000.

Water & Wastewater	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Personnel	\$911,299	\$911,299	\$957,950	\$995,069
Operation & Maintenance	\$5,285,504	\$5,285,504	\$5,136,097	\$5,028,237
Total	\$6,196,803	\$6,196,803	\$6,094,047	6,023,306

Administration Division	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$906,299	\$906,299	\$373,899	\$388,855
Employer Taxes			\$41,544	\$43,206
Overtime	\$5,000	\$5,000		
Operation & Maintenance				
Landscape Related Reimbursable	\$225,000	\$225,000	\$225,000	\$250,000
General Fund Total	\$1,136,299	\$1,136,299	\$640,443	\$682,061

Water Division	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages			\$193,503	\$201,243
Employer Taxes			\$21,500	\$22,360
Overtime			\$2,000	\$2,000
Group Insurance	\$15,240	\$15,240	\$15,240	\$15,697
Worker's Comp	\$20,000	\$20,000	\$20,000	\$20,600
457 B Plan	\$12,000	\$12,000	\$12,000	\$12,360
Temp Employees	\$3,360	\$3,360	\$3,360	\$3,600
Board of Directors				
Compensation	\$16,560	\$16,560	\$16,560	16,560
Travel	\$1,600	\$1,600	\$2,400	\$2,400
Trainings, Meetings	\$800	\$800	\$800	\$800
Consulting Services				
Consulting Services	\$84,000	\$84,000	\$153,320	\$109,000
Waste Water Service Contract	\$478,720	\$478,720	\$489,430	\$504,112
Professional Fees	\$960	\$960		
Preventative & Corrective	\$42,800	\$42,800	\$42,800	\$42,800
P&C Large Replacement			\$40,000	\$40,000
Legal	\$60,000	\$60,000	\$62,000	\$62,000
Audit Services	\$12,400	\$12,400	\$12,400	\$12,800
Contract Mailing	\$15,000	\$15,000	\$15,000	\$15,000
Operations & Maintenance				
Travel	\$2,000	\$2,000	\$2,000	\$3,200
Training	\$2,800	\$2,800	\$2,800	\$2,800
Subscriptions	\$1,060	\$1,060	\$1,060	\$1,060
Memberships	\$7,200	\$7,200	\$7,200	\$7,200
TODB Sponsored Events	\$2,400	\$2,400	\$2,400	\$2,400
PR, Advertising & Elections	\$2,600	\$2,600	\$7,800	\$3,200
Telecommunications	\$9,480	\$9,480	\$9,480	\$9,480
Materials	\$400	\$400	\$1,880	\$1,880
Automotive Fuel, Supplies & Repairs	\$12,000	\$12,000	\$12,400	\$16,400
Repairs & Maintenance	\$279,600	\$279,600	\$251,600	\$252,472
Office Supplies	\$4,600	\$4,600	\$4,600	\$5,400
Rent & Facility Expense	\$15,800	\$15,800	\$13,800	\$7,800
Insurance	\$28,400	\$28,400	\$30,000	\$31,388
Permits & Fees	\$16,000	\$16,000	\$16,000	\$16,000
Utilities	\$302,000	\$302,000	\$310,000	\$320,000
Chemicals	\$37,500	\$37,500	\$30,000	\$30,000
Freight	\$1,120	\$1,120	\$1,320	\$1,320
Other	\$296,381	\$296,381	\$137,263	\$104,342
Inter-Governmental Charges				
Inter-Governmental	\$11,120	\$11,120	\$11,014	\$10,640
Water Fund Total	\$1,795,901	\$1,795,901	\$1,954,929	\$1,910,315

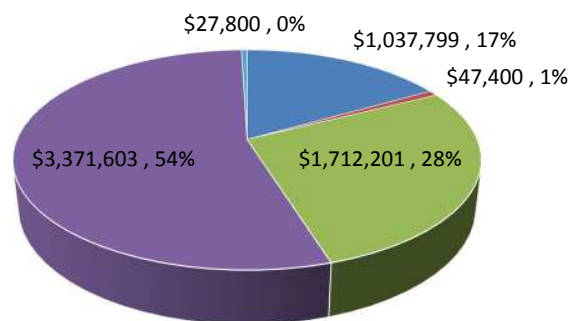
Wastewater Division	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages			\$290,245	\$301,864
Employer Taxes			\$32,250	\$33,540
Overtime			\$3,000	\$3,000
Group Insurance	\$22,860	\$22,860	\$22,860	\$23,546
Worker's Comp	\$30,000	\$30,000	\$30,000	\$30,900
457 B Plan	\$18,000	\$18,000	\$18,000	\$18,540
Temp Employees	\$5,040	\$5,040	\$5,040	\$5,400
Board of Directors				
Compensation	\$24,840	\$24,840	\$24,840	\$24,840
Travel	\$2,400	\$2,400	\$3,600	\$3,600
Trainings, Meetings	\$1,200	\$1,200	\$1,200	\$1,200
Consulting Services				
Consulting Services	\$126,000	\$126,000	\$229,980	\$163,500
Waste Water Service Contract	\$718,080	\$718,080	\$734,145	\$756,169
Professional Fees	\$1,440	\$1,440		
Preventative & Corrective	\$64,200	\$64,200	\$64,200	\$64,200
P&C Large Replacement			\$60,000	\$60,000
Legal	\$90,000	\$90,000	\$93,000	\$93,000
Audit Services	\$18,600	\$18,600	\$18,600	\$19,200
Contract Mailing				
Operations & Maintenance				
Travel	\$3,000	\$3,000	\$3,000	\$4,800
Training	\$4,200	\$4,200	\$4,200	\$4,200
Subscriptions	\$1,590	\$1,590	\$1,590	\$1,590
Memberships	\$10,800	\$10,800	\$10,800	\$10,800
TODB Sponsored Events	\$3,600	\$3,600	\$3,600	\$3,600
PR, Advertising & Elections	\$3,900	\$3,900	\$11,700	\$4,800
Telecommunications	\$14,220	\$14,220	\$14,220	\$14,220
Materials	\$600	\$600	\$2,820	\$2,820
Automotive Fuel, Supplies & Repairs	\$18,000	\$18,000	\$18,600	\$24,600
Repairs & Maintenance	\$424,400	\$424,400	\$382,400	\$383,708
Office Supplies	\$6,900	\$6,900	\$6,900	\$8,100
Rent & Facility Expense	\$23,700	\$23,700	\$20,700	\$11,700
Insurance	\$42,600	\$42,600	\$45,000	\$47,082
Permits & Fees	\$49,000	\$49,000	\$49,000	\$49,000
Utilities	\$453,000	\$453,000	\$465,000	\$480,000
Chemicals	\$25,000	\$25,000	\$20,000	\$20,000
Freight	\$1,680	\$1,680	\$1,980	\$1,980
Other	\$1,043,071	\$1,043,071	\$789,674	\$739,470
Inter-Governmental Charges				
Inter-Governmental	\$16,680	\$16,680	\$16,520	\$15,960
Wastewater Fund Total	\$3,268,602	\$3,68,602	\$3,498,674	\$3,430,930
Total Budget	FY 13/14 Budget	FY 13/14 Estimate	FY 14/15 Budget	FY 15/16 Budget
	\$6,196,803	\$6,196,803	\$6,094,047	\$6,023,306

Town of Discovery Bay Community Services District
Contra Costa County, California
Operations and Maintenance Budget



FY 2013/2014 Operations & Maintenance Budget

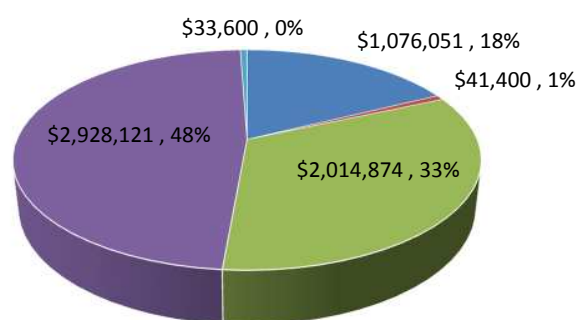
Total Expenditures \$6.196M



- Salary & Wages
- Board of Directors Compensation
- Contract Services
- Operation & Maintenance
- Inter-Governmental Charges

FY 2014/2015 Operations & Maintenance Budget

Total Expenditures \$6.094M



- Salary & Wages
- Board of Directors Compensation
- Contract Services
- Operation & Maintenance
- Inter-Governmental Charges

***Town of Discovery Bay Community Services District
Contra Costa County, California
Capital Improvement Program Budget***



The Capital Improvement Program for Fiscal Year 2014/2016 is valued at \$11,313,072 and includes funding necessary to properly service, maintain and support the basic functions of District operations; it includes \$6,164,882 continued construction for the two (2) CIP Water & Wastewater Master Plans as well as \$3,366,000 for the approved CIP projects, \$200,000 Grant for the Reclaimed water project; and \$1,482,190 for future growth projects.

The CIP is broken down into 7 distinct areas – Wastewater Capital Improvements; Wastewater Structures & Improvements; Water Capital Improvements; Water Structures & Improvements; Equipment; Building & Improvements; and Infrastructure Replacement. All of the projects that are included as a part of the CIP represent projects that continue to maintain existing infrastructure, as well as preparing to accommodate future development.

The Water and Wastewater Master Plans that were commissioned late in fiscal year 2010-2011 were completed, have been reviewed by the Board of Directors and were accepted. Future residential and commercial development in Discovery Bay will determine the timing of any capital improvements necessary to accommodate any new growth.

Wastewater– Capital Improvements and Structures & Replacements

For FY 2014/15 the Wastewater CIP and Structures & Replacements represent 14 projects at a total combined cost of \$4,788,952; of which \$3,533,582 is allocated the construction work of the Wastewater Master Plan which will be financed and \$397,370 is allocated for Growth Induced projects. \$858,000 is allocated for approved CIP projects including, Collection System Pump Station Improvements, SCADA Improvements, Rehab of Manholes, Raising Manholes, Valve Replacement Project, Monitoring Well WWTP#2; and Lift Station Rehabilitation Project.

Water Capital Improvements and Structures & Replacements

For FY 2014/15 The CIP for Domestic Water production includes 3 projects at total combined cost of \$898,020. The projects include \$627,300 for is allocated the construction work of the Wastewater Master Plan which will be financed. \$250,000 is allocated for approved CIP projects including replacing 8-in Mainline on Discovery Blvd to Beaver Lane and \$20,720 is budget for growth induced projects.

Equipment: Capital

There are no planned Equipment purchases listed for FY 2014/15 at this time.

Vehicle: Capital

The District plans for FY14/15 is to purchase a heavy duty truck to replace an existing vehicle that is out of operation. Amount allotted for this purchase is \$40,000.

Building and Improvements

For FY 2014/2015 there are 4 planned Building & Improvement projects totaling \$525,000. These projects included \$25,000 for Well #2 Building Roof and Structure Replacements & Repairs, \$150,000 for a Vehicle Storage Facility at Wastewater Treatment Plant #2, \$150,000 for the design work for District offices to be built on the Community Center property, and \$200,000 anticipated Grant Funding for a Reclaimed Water Project.

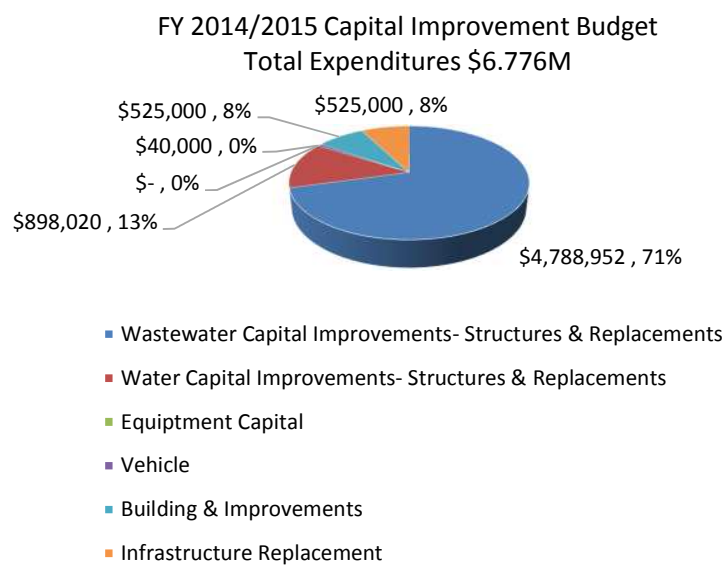
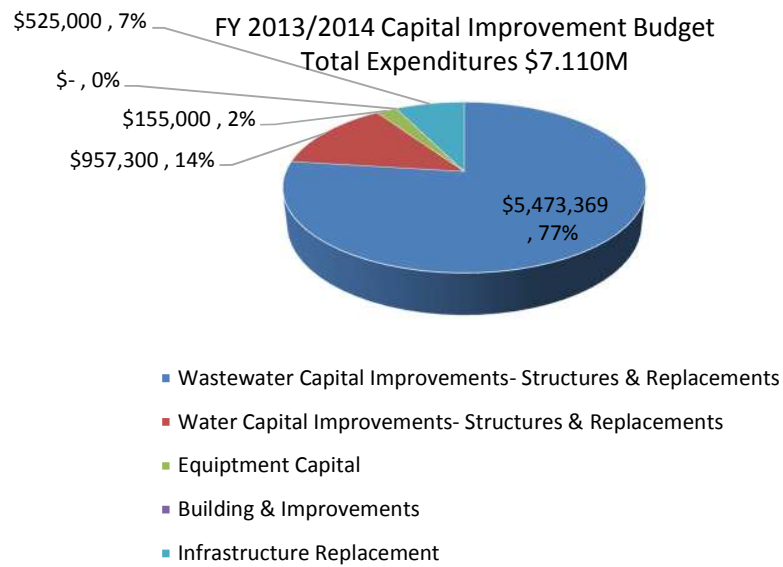
Infrastructure Replacement Fund

The addition of the Infrastructure Replacement Fund allocates \$525,000 in FY 2014/2015 for four distinct areas: Sewer Infrastructure; Pumps and Motors Replacement; Water Infrastructure; Generators and Facilities and Vehicles Replacement.

Capital Improvement	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Wastewater Capital Improvements & Structures Replacement	\$5,473,369	\$5,473,369	\$4,788,952	\$3,097,620
Water Capital Improvements & Structures Replacement	\$957,300	\$957,300	\$898,020	\$663,480
Vehicle Capital			\$40,000	
Equipment Capital	\$155,000	\$155,000		
Building & Improvements			\$525,000	\$250,000
Infrastructure Replacement	\$525,000	\$525,000	\$525,000	\$525,000
Total Capital Improvements	\$7,110,669	\$7,110,669	\$6,776,972	\$4,536,100



Town of Discovery Bay Community Services District
Contra Costa County, California
Capital Improvement Budget



			Adopted 2013/2014 Budget	Modified 2013/2014 Budget	2014/2015 Budget	2015/2016 Budget	2016/2017 Budget	2017/2018 Budget	2018/2019 Budget	2014/2019 Budget	Full Project Budget
1100	Equipment										
		Electronic Message Board	37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
		Boom Lift	38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
		Security Camera's	39	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
		Leak Detection Tool	66	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
		2 Yard Tractor	64	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
		Equipment Total		\$ 155,000	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205,000
1120	Vehicles										
		Vehicle	A	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ 80,000	\$ 70,000
		Vehicle Total		\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ 80,000	\$ 70,000
1150	CIP Building & Improvements										
*****		Well #2 Building Roof and Structure Replacements & Repairs		\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	0	\$ -
*****		Vehicle Storage Facility	73	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	\$ 100,000
*****		Reclaimed Water Project	74	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
*****		District Offices	75	\$ -	\$ -	\$ 150,000	\$ 250,000	\$ 2,000,000	\$ -	\$ 2,400,000	\$ 2,400,000
		CIP Building & Improvements Total		\$ -	\$ -	\$ 525,000	\$ 250,000	\$ 2,000,000	\$ -	\$ 2,750,000	\$ 2,700,000
21-1155	CIP wastewater										
		Secondary Effluent Pump Station Modifications	5	\$ -	\$ -	\$ 37,500	\$ -	\$ 212,500	\$ -	\$ 250,000	\$ 250,000
		Secondary Effluent Equalization	6	\$ -	\$ -	\$ 69,380	\$ 610,620	\$ -	\$ -	\$ 680,000	\$ 680,000
		Effluent Filtration	7	\$ -	\$ -	\$ 290,490	\$ -	\$ 2,161,755	\$ 2,161,755	\$ 4,614,000	\$ 4,614,000
		Total	5,6,7	\$ -	\$ -	\$ 397,370	\$ 610,620	\$ 2,374,255	\$ 2,161,755	\$ 5,544,000	\$ 5,544,000
		Revise UV Disinfection Weirs	8	\$ -	\$ -	\$ -				\$ -	\$ -
		Conduct UV Disinfection Viral Bioassay Test	9	\$ -	\$ -	\$ -				\$ -	\$ -
		Upgrade UV Disinfection	10	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 1,080,000	\$ 1,200,000	\$ 1,200,000
		Add Pump to Export Pump Station	12	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 100,000
		Solids Improvements, phase 2: One New Solar Dryer	14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Collection System Pump Station Improvements	15	\$ 135,000	\$ -	\$ 270,000	\$ 190,000	\$ 190,000	\$ -	\$ 650,000	\$ 650,000
		SCADA Improvements	16	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
		Fiber to Plant 1	36	\$ 42,015	\$ 42,015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
		NPDES permitt Renewal	65	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ 40,000
		CIP Wastewater Total		\$ 567,015	\$ 82,015	\$ 1,017,370	\$ 900,620	\$ 2,564,255	\$ 2,321,755	\$ 7,884,000	\$ 7,934,000
20-1160	CIP Water										
		Source Capacity									
		Well 7	51	\$ 627,300	\$ 627,300	\$ 627,300			\$ -	\$ 627,300	\$ 1,476,000
		Well 8	52	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 227,400	\$ 644,300	\$ 1,516,000	\$ 1,516,000
		Well 1B pump Equipment Upgrade	53	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
		Treatment Filter at Willow Lake									
		Treatment Filter unit at Willow Lk WTP vessel, media, foundation, all new face piping & controls	54	\$ -	\$ -	\$ 20,720	\$ 238,280	\$ -	\$ -	\$ 259,000	\$ 259,000
		New Backwash Tank at Willow Lk WTP piping modifications & foundation	55	\$ -	\$ -	\$ -	\$ 28,800	\$ 331,200	\$ -	\$ 360,000	\$ 360,000
		New Recycle Pumps at Willow Lk WTP 3 pumps, piping & controls	56	\$ -	\$ -	\$ -	\$ -	\$ 72,000	\$ -	\$ 72,000	\$ 72,000
		Recycle Pump Upgrade - Newport	57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,800	\$ 28,800	\$ 28,800
		CIP Water Total		\$ 707,300	\$ 657,300	\$ 648,020	\$ 317,080	\$ 630,600	\$ 673,100	\$ 2,863,100	\$ 3,741,800
21-1170	Structures & Improvements Wastewater										
		Influent Pump Station Modifications	1	\$ 981,360	\$ 981,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,040,242
		RE-Activate Pump Station W	2	\$ 355,320	\$ 355,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 376,639
		Emergency Storage Facilities	3	\$ 114,210	\$ 114,210	\$ 114,210	\$ -	\$ -	\$ -	\$ 114,210	\$ 243,000
		Total	1, 2 & 3	\$ 1,450,890	\$ 1,450,890	\$ 114,210	\$ -	\$ -	\$ -	\$ 114,210	\$ 1,659,881
		Splitter Box, OX ditch, Clarifier, RAS pumps at Plant 2, standby Aerators	4	\$ 2,722,500	\$ 435,000	\$ 3,006,000	\$ 2,004,000	\$ -	\$ -	\$ 5,010,000	\$ 6,050,000
		Reverse Osmosis Facilities	11			\$ -				\$ -	\$ -
		Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses	13	\$ 385,000	\$ 385,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,600,000
		Total	13 & 14	\$ 385,000	\$ 385,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,600,000
*****		Upgrade Ox Ditch 1	71	\$ -	\$ -	\$ -		\$ 50,000			\$ 50,000
*****		Upgrade Ox Ditch 2	72	\$ -	\$ -	\$ -	\$ 50,000				\$ 50,000
*****		Valve Replacement Project				\$ 30,000					
*****		Monitoring Well WWTP#2				\$ 30,000					
*****		Sandblast & Epoxy Clarifier #1 WWTP#1				\$ -	\$ 75,000				

			Adopted 2013/2014 Budget	Modified 2013/2014 Budget	2014/2015 Budget	2015/2016 Budget	2016/2017 Budget	2017/2018 Budget	2018/2019 Budget	2014/2019 Budget	Full Project Budget
*****	Relocate Contorl Panel from L/S F to L/S C				\$ -	\$ 40,000					
	Rehab Manholes	40	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 20,000	\$ -	\$ 74,000	\$ 110,000
	Raise Manholes	41	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		\$ 40,000	\$ 60,000
	Spare NTU Sensor	42	\$ 20,000	\$ 20,000	\$ -					\$ -	\$ 20,000
	Road Crossing Ramps	43			\$ -					\$ -	\$ 15,000
	Salinity Project	44	\$ 49,964	\$ 49,964	\$ -					\$ -	\$ 50,000
	Lift Sation F Rehab	62	\$ 250,000	\$ 250,000	\$ 413,372	\$ -	\$ -	\$ -	\$ -	\$ 413,372	\$ 580,000
	UV Bank	63	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
*****	Lift Station Rehabilitation Project	76	\$ -	\$ -	\$ 100,000					\$ 100,000	\$ 50,000
*****	Plant 1 RAS Pumpstation Control Panel	77	\$ -	\$ -	\$ 50,000	\$ 50,000				\$ 100,000	\$ 50,000
	Structures & Improvements Wastewater Total		\$ 4,906,354	\$ 2,868,854	\$ 3,771,582	\$ 2,197,000	\$ 78,000	\$ 80,000	\$ -	\$ 5,851,582	\$ 13,594,881
20-1170	Structures & Improvements Water										
	Water Distribution System										
	Replace 8-in mainline w/new 16-in C905 - willow lk from Disco Blvd to Beaver Ln	60	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ 750,000	\$ 610,960	\$ -	\$ 1,860,960	\$ 1,860,960
	Storage Tanks										
	New Water Storage Tank - Newport WTP	61	\$ -	\$ -	\$ -	\$ 86,400	\$ 993,600	\$ -	\$ -	\$ 1,080,000	\$ 1,080,000
	Willow Lake WTP Chemical Room Upgrade	45	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ 25,000
	Security Door Locks	46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	Structures & Improvements Water Total		\$ 250,000	\$ -	\$ 250,000	\$ 346,400	\$ 1,743,600	\$ 610,960	\$ -	\$ 2,950,960	\$ 2,975,960
1180	Infrastructure Replacement Fund										
21-1180	Sewer Infrastructure Replacement Program	47	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	\$ -
20/21-1180	Pumps/Motors Replacement Fund Program	48	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ -
20-1180	Water Infrastructure Replacement Program	49	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	\$ -
all depts	Generators Replacement Fund Program	67	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000	\$ -
all depts	Facilities & Vehicles Replacement Fund	50	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ -
	Infrastructure Replacement Fund Total		\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 2,625,000	\$ -
	Encumbrance(s) Carry Over (Re-budgeted) Capital		\$ 161,332							\$ -	
	Capital Totals		\$ 1,674,979	\$ 889,979	\$ 1,998,000	\$ 1,468,000	\$ 3,770,400	\$ 1,940,260	\$ 1,119,300	\$ 9,995,960	\$ 7,761,960
	Grant Financed Totals		\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
	Bond Financed Totals		\$ 5,435,690	\$ 3,398,190	\$ 4,160,882	\$ 2,004,000	\$ -	\$ -	\$ -	\$ 6,164,882	\$ 14,615,881
	Growth Induced Totals		\$ -	\$ -	\$ 418,090	\$ 1,064,100	\$ 3,771,055	\$ 2,310,555	\$ 1,080,000	\$ 8,643,800	\$ 8,643,800
	Total Capital		\$ 7,110,669	\$ 4,288,169	\$ 6,776,972	\$ 4,536,100	\$ 7,541,455	\$ 4,250,815	\$ 2,199,300	\$ 25,004,642	\$ 31,221,641

***Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting and Landscape***



The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. The landscape areas in Discovery Bay are broken down into five landscape zones. Two of those zones are owned by the Town of Discovery Bay CSD, with the remaining three owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61:

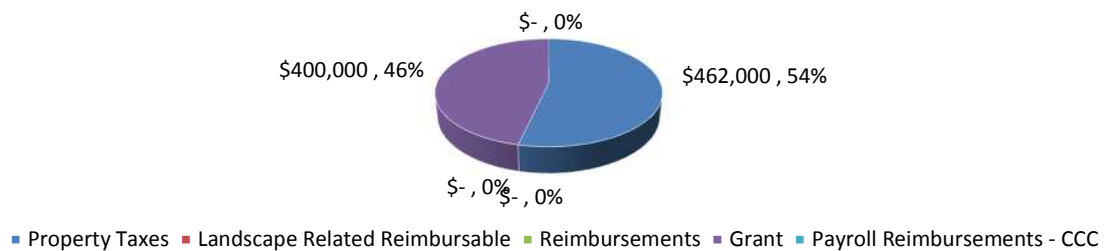
Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

*Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting and Landscape Zone 8 Revenue, Expenditure
and Capital Improvement Budget*

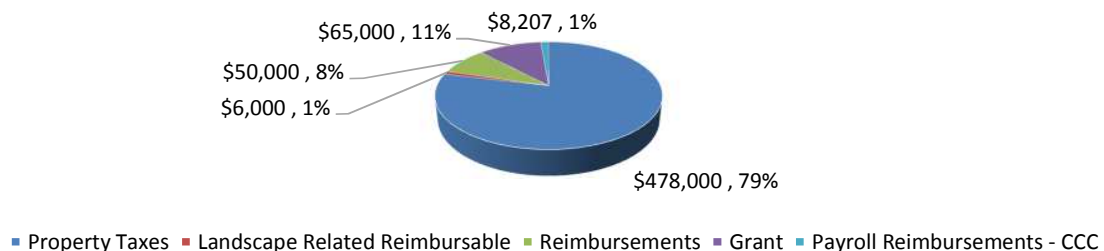


L&L 8 Revenue	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Property Tax	\$462,000	\$478,265	\$478,000	\$478,000
Grant	\$400,000	\$400,000	\$65,000	
Landscape Related Reimbursable		\$6,000	\$6,000	\$6,000
Reimbursements		\$10,857	\$50,000	
Payroll Reimbursable		\$5,708	\$8,206	\$8,206
Total Revenue	\$862,000	\$900,830	\$607,206	\$492,206

FY 2013/2014 L&L 8 Revenue Budget
Total Revenue \$862K



FY 2014/2015 L&L 8 Revenue Budget
Total Revenue \$607K



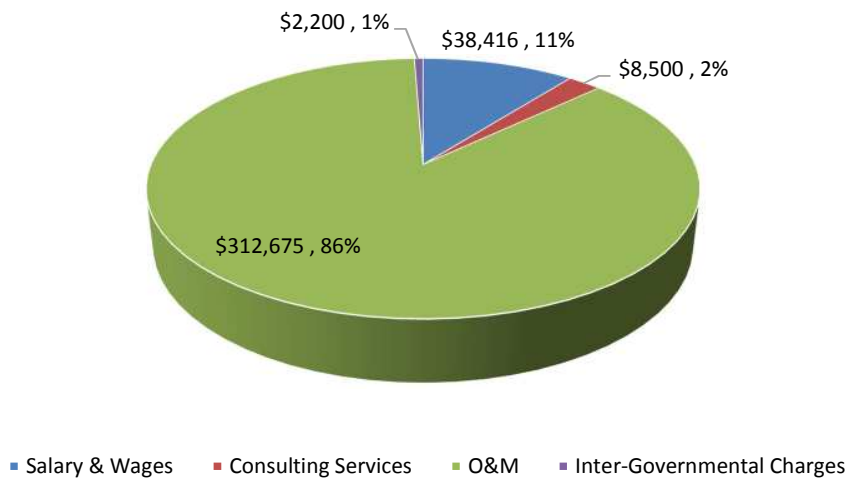
L&L 8 Expenditures	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$38,416	\$51,086	\$89,259	\$94,259
Employer Taxes			\$9,917	\$9,917
Temp Employees		\$4,191		
Consulting				
Consulting Services	\$3,500	\$4,007		
Legal	\$500	\$500	\$1,000	\$1,000
Audit	\$2,215	\$2,215	\$2,220	\$2,220
Operations & Maintenance				
Travel	\$1,000	\$1,000	\$1,000	\$1,000
Training	\$1,500	\$1,500	\$1,500	\$1,500
Subscriptions	\$200	\$190	\$200	\$200
Memberships	\$525	\$430	\$525	\$525
PR, Advertising & Elections	\$300		\$50	\$50
Telecommunications	\$2,325	\$3,600	\$3,325	\$3,325
Materials	\$500		\$2,000	\$2,000
Automotive Fuel, Supplies & Repairs	\$4,500	\$4,300	\$5,000	\$5,000
Repairs & Maintenance	\$3,850	\$6,335	\$4,950	\$4,950
Office Supplies	\$4,800	\$2,650	\$2,450	\$2,450
Rent & Facility Exp	\$161,750	\$138,336	\$55,000	\$55,000
Insurance		\$1,608	\$1,700	\$1,700
Permits & Fees				
Utilities	\$120,675	\$123,700	\$118,500	\$118,500
Chemicals				
Freight				
Other	\$10,750	\$(2,050)	\$4,750	\$4,750
Inter-Governmental Charges				
Inter-Governmental Charges	\$2,200	\$2,195	\$1,650	\$1,650
Total Expenditures	\$361,791	\$281,600	\$304,997	\$309,997

L&L 8 Capital Improvement	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Equipment	\$5,500	\$1,782	\$2,500	\$2,500
Buildings & Improvements				
Parks	\$74,767	\$68,973	\$14,500	
Streetscapes	\$80,394	\$10,680	\$2,500	\$2,500
Total Revenue	\$160,661	\$81,436	\$19,500	\$5,000

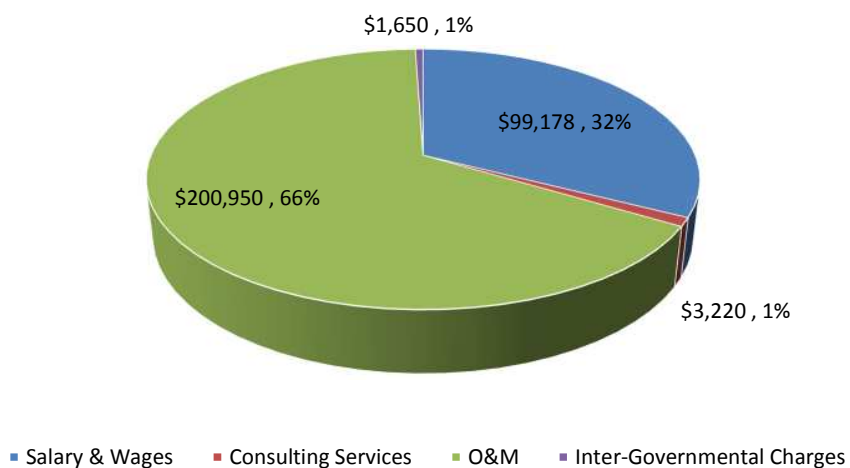
***Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscaping Zone 8 Operations &
Maintenance Budget***



**FY 2013/2014 L&L 8 Operations & Maintenance Budget
Total Expenditures \$362K**



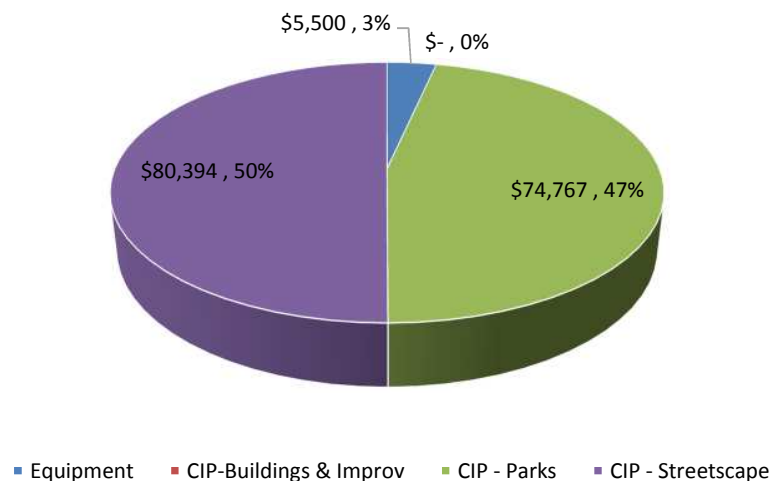
**FY 2014/2015 L&L 8 Operations & Maintenance Budget
Total Expenditures \$304K**



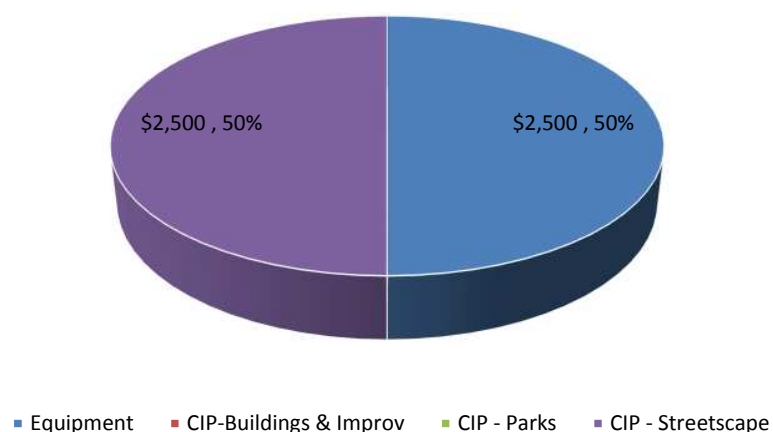
***Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscaping Zone 8 Capital Improvement
Budget***



**FY 2013/2014 L&L 8 Capital Improvement Budget
Total Expenditures \$160K**



**FY 2014/2015 L&L 8 Capital Improvement Budget
Total Expenditures \$5K**



***Town of Discovery Bay Community Services District
Contra Costa County, California
Recreation & Community Center***



The Discovery Bay Recreation and Community Center was established to provide community based and age appropriate recreational programming. These activities will be the byproduct of the purchase of the Discovery Bay Community Center in FY 2012/13. Recreational activities take place throughout town; and the Community Center is the central location for those activities.

The Town of Discovery Bay closed escrow on a 7.25 acre parcel for the Town's Community Center. The site was formerly the Discovery Bay Athletic Club, and is located at 1601 Discovery Bay Boulevard, across from the Discovery Bay Shopping Center. The site consists of a 5,025 sq.ft building, an 8 court tennis center, and a 110,000 gallon swimming pool. Additional amenities include lush landscaping as well as bbq and picnic areas. In Feb of 2013 the Town transitioned the prior athletic club operation into the Community Center and operated the facility through June 30, 2013 in that capacity. The Community Center Committee was formed to help identify programs, hours of operations of the different facilities, and budgetary considerations moving forward.

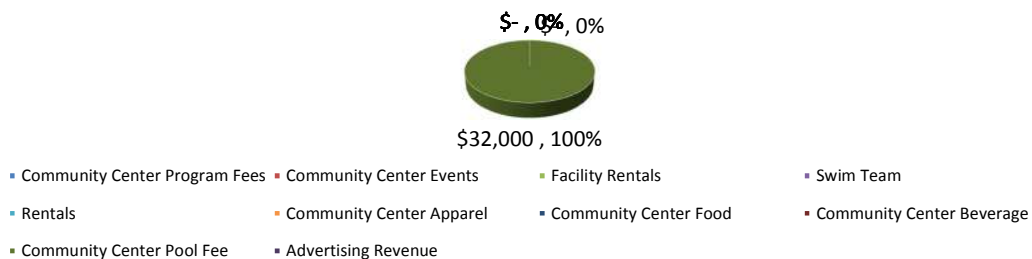
The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures. For FY 14/15 the Operations and Maintenance (O&M) program has a proposed spending plan of \$295,109. The CIP Proposed Budget consists of \$115,000 for FY 14/15 these projects include the pool renovation and partial tennis court renovation. Planned funding sources to assist with renovation cost are; Measure WW Park Funds for \$65,000.

***Town of Discovery Bay Community Services District
Contra Costa County, California
Recreation & Community Center Revenue, Operations
& Maintenance and Capital Improvement Budget***

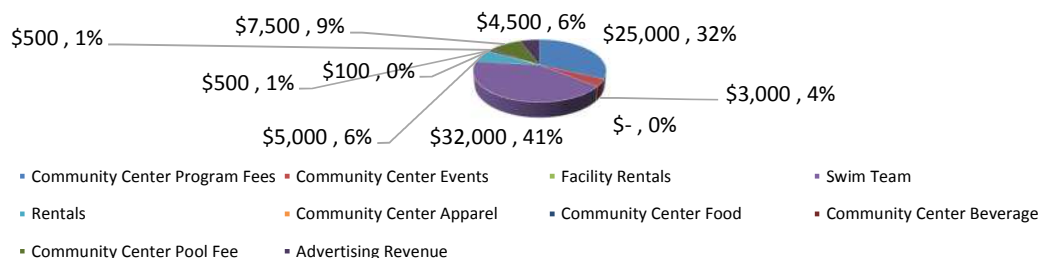


Community Center Revenue	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Program Fees		\$21,000	\$25,000	\$25,000
Events		\$6,737	\$3,000	\$3,000
Swim Team		\$33,090	\$32,000	\$32,000
Rentals		\$4,500	\$5,000	\$5,000
Apparel				
Food		\$400	\$500	\$500
Beverage		\$325	\$500	\$500
Pool Fee	\$32,000	\$4,875	\$7,500	\$7,500
Advertising			\$4,500	\$4,500
Total Revenue	\$32,000	\$71,202	\$78,100	\$78,100

FY 2013/2014 Community Center Revenue Budget
Total Revenue \$32K



FY 2014/2015 Community Center Revenue Budget
Total Revenue \$78K



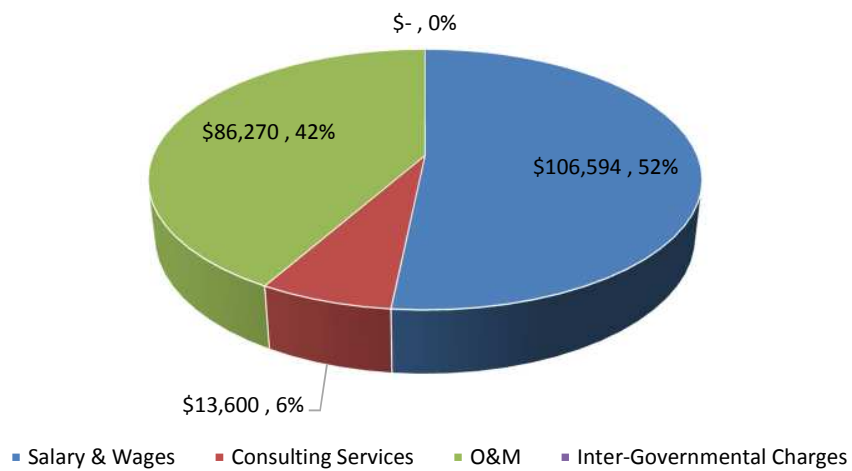
Community Center Expenses	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$81,241	\$107,567	\$156,518	\$161,518
Employer Taxes			\$17,390	\$17,390
Temp Employees	\$25,352	\$8,326		
Consulting				
Consulting Services	\$13,600	\$10,149		
Legal		\$1,350	\$1,500	\$1,500
Audit				
Operations & Maintenance				
Travel		\$685	\$700	\$700
Training	\$1,550	\$1,550	\$1,500	\$1,500
Subscriptions	\$265	\$219	\$300	\$300
Memberships				
PR, Advertising & Elections	\$5,000	\$6,500	\$9,000	\$9,000
Telecommunications	\$2,335	\$3,900	\$3,700	\$3,700
Materials				
Automotive Fuel, Supplies & Repairs	\$750	\$900	\$100	\$100
Repairs & Maintenance		\$2,988	\$11,900	\$11,900
Office Supplies	\$1,900	\$3070	\$3,000	\$4,500
Rent & Facility Exp	\$21,870	\$12,400	\$9,000	\$9,000
Insurance	\$3,500		\$4,500	\$4,500
Permits & Fees	\$1,300	\$2,000	\$2,000	\$2,000
Utilities	\$30,500	\$31,000	\$35,000	\$35,000
Chemicals	\$3,000	\$3,000	\$3,000	\$3,000
Freight	\$100			
Other	\$2,200	\$7,310	\$6,800	\$6,800
Community Center Exp	\$12,000	\$38,650	\$29,200	\$29,200
Inter-Governmental Charges				
Inter-Governmental Charges				
Total Expenditures	\$206,463	\$241,564	\$295,109	\$301,609

Community Center CIP	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Building & Improvements	\$137,325	\$154,232	\$115,000	N/A
Total CIP	\$137,325	\$154,232	\$115,000	N/A

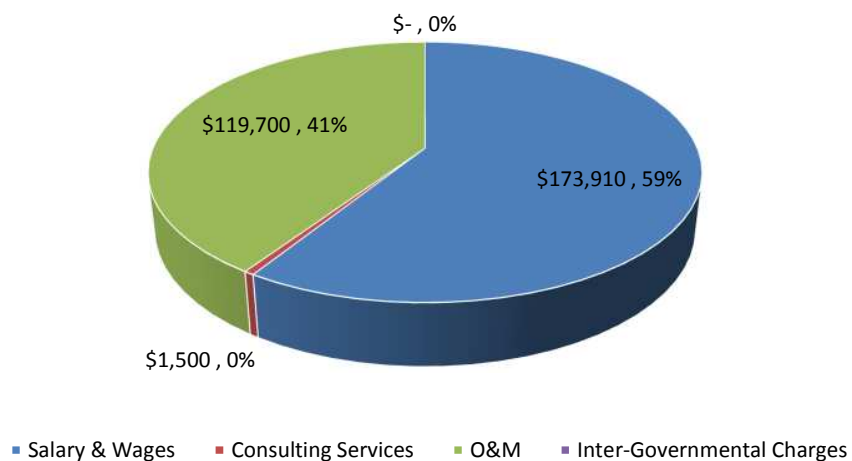
***Town of Discovery Bay Community Services District
Contra Costa County, California
Community Center Zone 8 Operation & Maintenance
Budget***



**FY 2013/2014 Community Center Operations & Maintenance Budget
Total Expenditures \$206K**



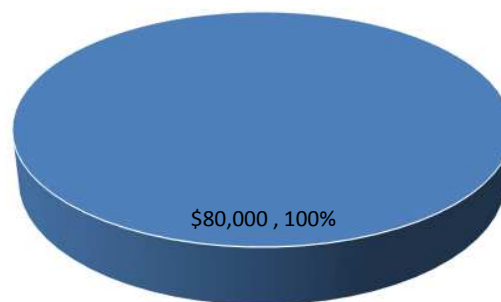
**FY 2014/2015 Community Center Operations & Maintenance Budget
Total Expenditures \$295K**



***Town of Discovery Bay Community Services District
Contra Costa County, California
Community Center Zone 8 Capital Improvement
Budget***

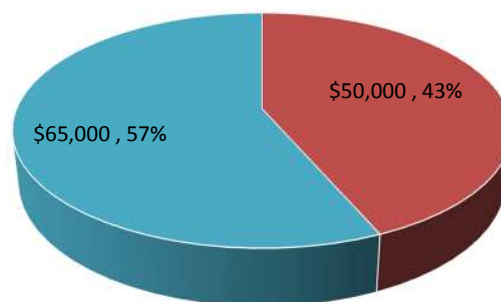


FY 2013/2014 Community Center Capital Improvement Budget
Total Expenditures \$80K



■ Building & Improv ■ CIP Swimming Pool ■ CIP Security Cameras ■ CIP Community Center Sign ■ Tennis Courts

FY 2014/2015 Community Center Capital Improvement Budget
Total Expenditures \$115K

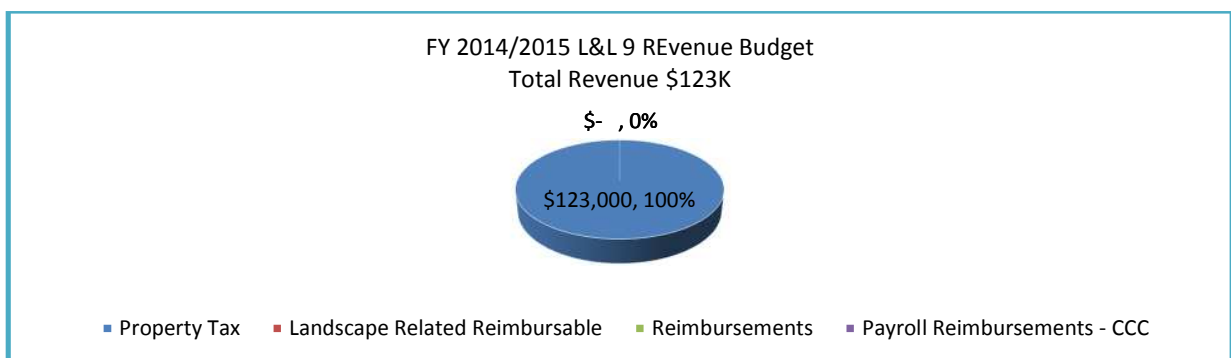
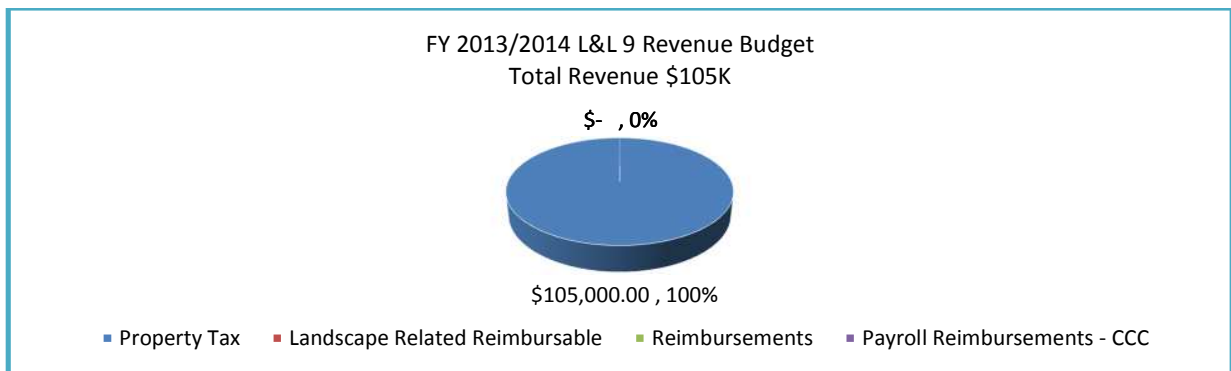


■ Building & Improv ■ CIP Swimming Pool ■ CIP Security Cameras ■ CIP Community Center Sign ■ Tennis Courts

***Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscape Zone 9 Revenue, Expenditure
and Capital Improvement Budget***



L&L 9 Revenue	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Property Tax	\$105,000	\$114,479	\$114,000	\$114,000
Landscape Related Reimbursements				
Reimbursements		\$4,342	\$4,000	\$4,000
Payroll reimbursements	\$105,000	\$2,283	\$5,000	\$5,000
Total Revenue	\$105,000	\$121,122	\$123,000	\$123,000



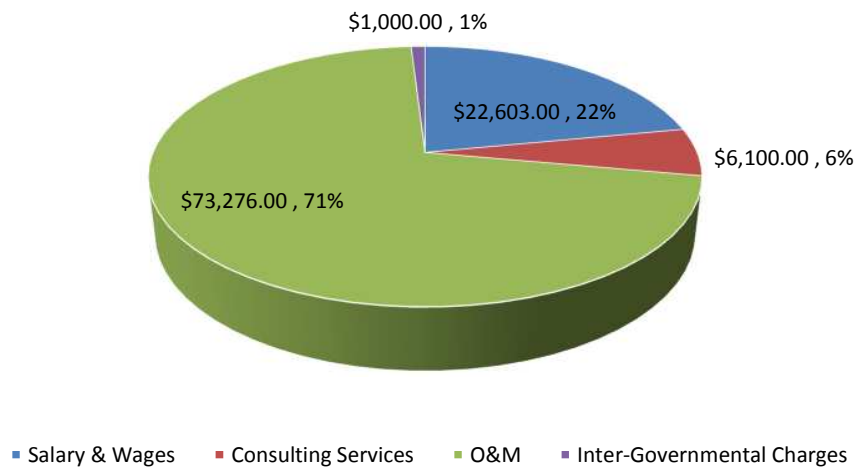
L&L 9 Expenditures	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$22,603	\$31,908	\$33,424	\$48,279
Employer Taxes			\$3,713	\$4,827
Temp Employees		\$4,827		
Consulting				
Consulting Services	\$4,100	\$1,665	\$4,100	\$4,100
Legal	\$2,000		\$1,000	\$1,000
Audit		\$2,215	\$2,200	\$2,220
Operations & Maintenance				
Travel	\$250	\$318	\$500	\$500
Training	\$250	\$289	\$300	\$300
Subscriptions	\$100	\$160	\$200	\$200
Memberships	\$200	\$240	\$240	\$240
PR, Advertising & Elections	\$350	\$59	\$60	\$60
Telecommunications	\$1,950	\$2,725	\$2,450	\$2,450
Materials	\$200		\$1,700	\$1,700
Automotive Fuel, Supplies & Repairs	\$1,250	\$3,200	\$3,250	\$3,250
Repairs & Maintenance	\$1,100	\$2,983	\$3,200	\$3,200
Office Supplies	\$1,650	\$1,400	\$1,550	\$1,550
Rent & Facility Exp	\$48,726	\$49,026	\$28,350	\$15,850
Insurance		\$1,073	\$1,200	\$1,200
Permits & Fees				
Utilities	\$16,450	\$20,150	\$21,450	\$21,450
Chemicals				
Freight				
Other	\$800	\$1,335	\$1,000	\$1,000
Inter-Governmental Charges				
Inter-Governmental Charges	\$1,000	\$600	\$1,600	\$1,600
Total Expenditures	\$102,979	\$124,176	\$111,488	\$114,957

L&L 9 Capital Improvement	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Equipment	\$500	\$86	\$500	\$500
Parks	\$6,500		\$6,500	\$6,500
CIP Total	\$7,000	\$86	\$7,000	\$7,000

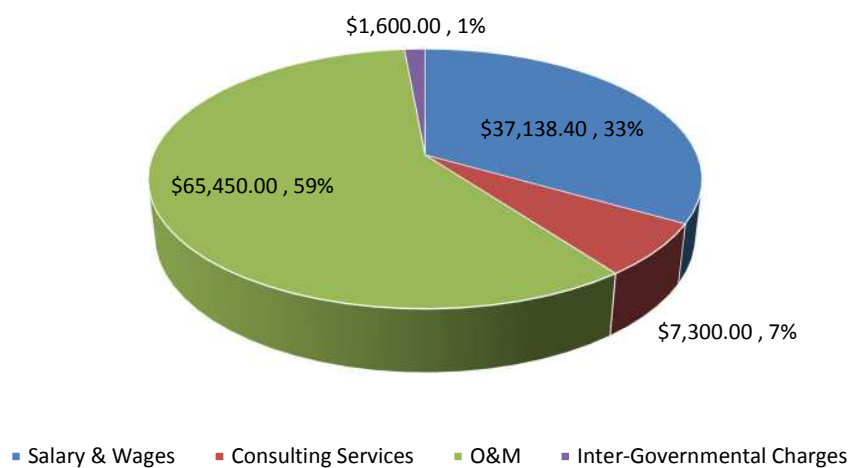
***Town of Discovery Bay Community Services District
Contra Costa County, California
Zone 9 Operation & Maintenance Budget***



**FY 2013/2014 L&L 9 Operations & Maintenance Budget
Total Expenditures \$102K**



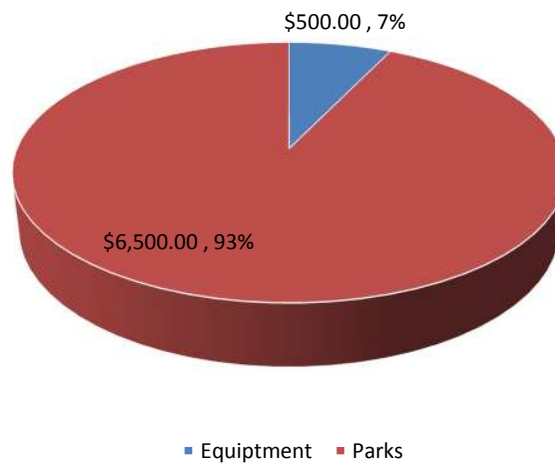
**FY 2014/2015 L&L 9 Operations & Maintenance Budget
Total Expenditures \$111K**



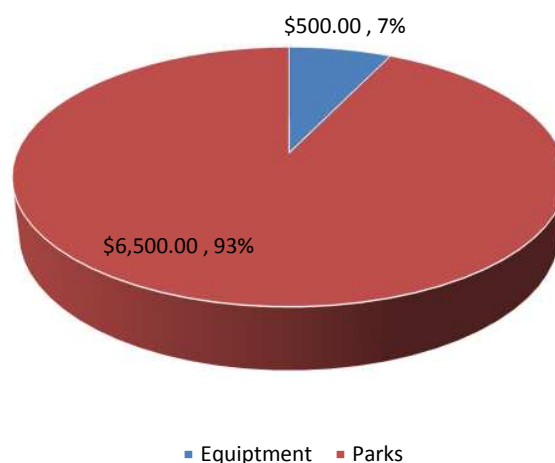
***Town of Discovery Bay Community Services District
Contra Costa County, California
Zone 9 Capital Improvement Budget***



**FY 2013/2014 Capital Improvement Budget
Total Expenditures \$7K**



**FY 2014/2015 Capital Improvement Budget
Total Expenditures \$7K**





Appendix A

❖ Salary Range Tables

*Town of Discovery Bay Community Services District
Contra Costa County, California
Salary Range Tables*



TOWN OF DISCOVERY BAY CSD									
Salary Range Table									
Effective July 1, 2011									
Range #	Minimum Pay Rate					Maximum Pay Rate			
	Hourly	Bimonthly	Monthly	Annual		Hourly	Bimonthly	Monthly	Annual
101	8.00	693	1,387	16,640		10.00	867	1,733	20,800
102	8.20	711	1,421	17,056		10.25	888	1,777	21,320
103	8.41	728	1,457	17,482		10.51	911	1,821	21,853
104	8.62	747	1,493	17,919		10.77	933	1,867	22,399
105	8.83	765	1,531	18,367		11.04	957	1,913	22,959
106	9.05	784	1,569	18,827		11.31	981	1,961	23,533
107	9.28	804	1,608	19,297		11.60	1,005	2,010	24,122
108	9.51	824	1,648	19,780		11.89	1,030	2,060	24,725
109	9.75	845	1,690	20,274		12.18	1,056	2,112	25,343
110	9.99	866	1,732	20,781		12.49	1,082	2,165	25,976
111	10.24	888	1,775	21,301		12.80	1,109	2,219	26,626
112	10.50	910	1,819	21,833		13.12	1,137	2,274	27,291
113	10.76	932	1,865	22,379		13.45	1,166	2,331	27,974
114	11.03	956	1,912	22,938		13.79	1,195	2,389	28,673
115	11.30	980	1,959	23,512		14.13	1,225	2,449	29,390
116	11.59	1,004	2,008	24,100		14.48	1,255	2,510	30,125
117	11.88	1,029	2,059	24,702		14.85	1,287	2,573	30,878
118	12.17	1,055	2,110	25,320		15.22	1,319	2,637	31,650
119	12.48	1,081	2,163	25,953		15.60	1,352	2,703	32,441
120	12.79	1,108	2,217	26,602		15.99	1,385	2,771	33,252
121	13.11	1,136	2,272	27,267		16.39	1,420	2,840	34,083
122	13.44	1,165	2,329	27,948		16.80	1,456	2,911	34,935
123	13.77	1,194	2,387	28,647		17.22	1,492	2,984	35,809
124	14.12	1,223	2,447	29,363		17.65	1,529	3,059	36,704
125	14.47	1,254	2,508	30,097		18.09	1,568	3,135	37,621
126	14.83	1,285	2,571	30,850		18.54	1,607	3,214	38,562
127	15.20	1,318	2,635	31,621		19.00	1,647	3,294	39,526
128	15.58	1,350	2,701	32,411		19.48	1,688	3,376	40,514
129	15.97	1,384	2,768	33,222		19.96	1,730	3,461	41,527
130	16.37	1,419	2,838	34,052		20.46	1,774	3,547	42,565
131	16.78	1,454	2,909	34,904		20.98	1,818	3,636	43,629
132	17.20	1,491	2,981	35,776		21.50	1,863	3,727	44,720

133	17.63	1,528	3,056	36,671	22.04	1,910	3,820	45,838
134	18.07	1,566	3,132	37,587	22.59	1,958	3,915	46,984
135	18.52	1,605	3,211	38,527	23.15	2,007	4,013	48,159
136	18.99	1,645	3,291	39,490	23.73	2,057	4,114	49,363
137	19.46	1,687	3,373	40,477	24.33	2,108	4,216	50,597
138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
140	20.96	1,816	3,632	43,590	26.20	2,270	4,541	54,487
141	21.48	1,862	3,723	44,679	26.85	2,327	4,654	55,849
142	22.02	1,908	3,816	45,796	27.52	2,385	4,770	57,246
143	22.57	1,956	3,912	46,941	28.21	2,445	4,890	58,677
144	23.13	2,005	4,010	48,115	28.92	2,506	5,012	60,144
145	23.71	2,055	4,110	49,318	29.64	2,569	5,137	61,647
146	24.30	2,106	4,213	50,551	30.38	2,633	5,266	63,188
147	24.91	2,159	4,318	51,814	31.14	2,699	5,397	64,768
148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
149	26.17	2,268	4,536	54,438	32.71	2,835	5,671	68,047
150	26.83	2,325	4,650	55,799	33.53	2,906	5,812	69,748

Management Salary Range Table

Range #	Minimum Pay Rate					Maximum Pay Rate			
	Hourly	Bimonthly	Monthly	Annual		Hourly	Bimonthly	Monthly	Annual
501	20.00	1,733	3,467	41,600		27.00	2,340	4,680	56,160
502	20.50	1,777	3,553	42,640		27.68	2,399	4,797	57,564
503	21.01	1,821	3,642	43,706		28.37	2,458	4,917	59,003
504	21.54	1,867	3,733	44,799		29.08	2,520	5,040	60,478
505	22.08	1,913	3,827	45,919		29.80	2,583	5,166	61,990
506	22.63	1,961	3,922	47,067		30.55	2,647	5,295	63,540
507	23.19	2,010	4,020	48,243		31.31	2,714	5,427	65,128
508	23.77	2,060	4,121	49,449		32.09	2,782	5,563	66,757
509	24.37	2,112	4,224	50,686		32.90	2,851	5,702	68,426
510	24.98	2,165	4,329	51,953		33.72	2,922	5,845	70,136
511	25.60	2,219	4,438	53,252		34.56	2,995	5,991	71,890
512	26.24	2,274	4,549	54,583		35.43	3,070	6,141	73,687
513	26.90	2,331	4,662	55,947		36.31	3,147	6,294	75,529
514	27.57	2,389	4,779	57,346		37.22	3,226	6,451	77,417
515	28.26	2,449	4,898	58,780		38.15	3,306	6,613	79,353
516	28.97	2,510	5,021	60,249		39.10	3,389	6,778	81,336
517	29.69	2,573	5,146	61,755		40.08	3,474	6,947	83,370
518	30.43	2,637	5,275	63,299		41.08	3,561	7,121	85,454
519	31.19	2,703	5,407	64,882		42.11	3,650	7,299	87,590
520	31.97	2,771	5,542	66,504		43.16	3,741	7,482	89,780
521	32.77	2,840	5,681	68,166		44.24	3,834	7,669	92,025
522	33.59	2,911	5,823	69,871		45.35	3,930	7,860	94,325
523	34.43	2,984	5,968	71,617		46.48	4,028	8,057	96,683
524	35.29	3,059	6,117	73,408		47.64	4,129	8,258	99,101

525	36.17	3,135	6,270	75,243	48.84	4,232	8,465	101,578
526	37.08	3,214	6,427	77,124	50.06	4,338	8,676	104,118
527	38.01	3,294	6,588	79,052	51.31	4,447	8,893	106,720
528	38.96	3,376	6,752	81,028	52.59	4,558	9,116	109,388
529	39.93	3,461	6,921	83,054	53.91	4,672	9,344	112,123
530	40.93	3,547	7,094	85,131	55.25	4,789	9,577	114,926
531	41.95	3,636	7,272	87,259	56.63	4,908	9,817	117,799
532	43.00	3,727	7,453	89,440	58.05	5,031	10,062	120,744
533	44.08	3,820	7,640	91,676	59.50	5,157	10,314	123,763
534	45.18	3,915	7,831	93,968	60.99	5,286	10,571	126,857
535	46.31	4,013	8,026	96,317	62.51	5,418	10,836	130,028
536	47.46	4,114	8,227	98,725	64.08	5,553	11,107	133,279
537	48.65	4,216	8,433	101,193	65.68	5,692	11,384	136,611
538	49.87	4,322	8,644	103,723	67.32	5,834	11,669	140,026
539	51.11	4,430	8,860	106,316	69.00	5,980	11,961	143,527
540	52.39	4,541	9,081	108,974	70.73	6,130	12,260	147,115
541	53.70	4,654	9,308	111,699	72.50	6,283	12,566	150,793

